

Conditions in which Reassigned Time is Awarded

Reassigned time is typically awarded in one of four conditions:

Condition	Example
Mandated by Contract or other agreement with District	AFT campus representative Academic Senate President Curriculum Committee Chair Banked time
Mandated by External Agency or Accreditation	MESA Director Radiologic Technology Program Coordinator Honors Transfer Program Coordinator Accreditation Faculty Co-Chair AdHoc
Mandated by Grant Funding (i)	Principal Investigator for NSF grant
Discretionary	Campus-wide Initiatives Instructional Program Coordinator Special Project Class Cancellation (ii)

i - Reassigned time can be awarded to a faculty member whose research grant contains sufficient funds to cover a percentage of his/her load. Reassigned time is also possible as part of the college's match on a grant-funded project. In that case, the match as reassignment would need to be addressed in the Intent to Apply form.

ii - If a full-time faculty member's course is cancelled at late notice due to low enrollment, and it is not possible to assign him/her to another course at the college or within the District, the faculty member and the Division Dean may request that the faculty member be awarded reassigned time to other duties or special projects that benefit the college.

There are processes for requesting faculty reassignment in the "Discretionary" condition listed in the table above. Reassignment for "Mandated" functions do not need to follow this process; they are independently arranged with the relevant Dean and Vice President of Instruction.

Release Time Categories

Campus-wide Initiatives- Positions that affect and work with faculty and staff across divisions, departments, and programs.

Instructional Program Coordinators- Positions that mainly affect and work with faculty as staff in a particular division or department.

Campus-wide Initiatives	Instructional Program Coordinators
ACES Coordinator	Anatomy Student Success Initiative Faculty Researcher
Accreditation Co-Chair	Athletic Director (replaced by a FT position)
DREAM Center Coordinator (discontinued by request from DREAM Center, Fall 2018)	CBOT Coordinator
Honors Transfer Program Coordinator	CTE Liaison
Instructional Assessment Coordinator	Digital Arts & Animation Department Coordinator
Online Assessment Coordinator	Early Human Development Program Coordinator
CIETL Coordinator (ADD?)	ESL Program Coordinator
ZTE and OER Coordinator (awarded?)	Fashion Program Coordinator
GE Pathways Coordinator (funded ?)	Interior Design Coordinator
Guided Pathways (?)	Business Department Coordinator
**COLTS Coordinator (??)	English Department Coordinator
	Social Sciences Coordinator

Process for Selection of Faculty Coordinators for [Campus-Wide Initiatives](#)

Coordinating a college-wide initiative is an opportunity for faculty to grow professionally and to develop and their exercise leadership abilities. The Academic Senate seeks to strengthen its faculty individually, and as a whole, by establishing terms of service for faculty coordinator positions and broadly extending the opportunity for faculty development. New perspective and leadership benefits not only faculty member serving as coordinator but the program as a whole. The Senate strives to balance these benefits with the needs of stability and sustainability by providing coordinators sufficient time to "learn the ropes" and to make a substantive impact.

When selecting faculty coordinators for campus-wide initiatives, the college strives to balance stability and sustainability of effort with the desire to open opportunities for new leadership development. The term for each coordinator position is determined in consultation with the appropriate advisory committee, Academic Senate, and administration.

Upon establishing a new coordinator position, or when the term of a given coordinator position has ended, the Academic Senate and Vice President of Instruction will jointly advertise the position to all faculty. Applications are collected by the Office of Instruction. A screening committee, whose majority consists of faculty, will be formed to evaluate the candidates. The committee will make recommendations to the Vice President of Instruction who makes the final appointment in consultation with the Academic Senate (this is according to the [Participatory Governance Manual](#))

More information on the campus-wide initiates positions see the [Academic Senate](#) webpage.

Process for Selection of Faculty Coordinators for **Instructional Programs**

This proposal to revise the Reassigned Time Process is informed by our Participatory Governance Guidelines and our Instructional Planning Council Bylaws. The goal is to ensure that decision-making procedures are as collaborative, fair, timely, and transparent as possible. The principles and processes are outlined below.

(note: For Instructional Program Coordinators, the program will recommend a faculty member to serve to their Dean. The Dean will forward the faculty member to the VPI.)

RENEWAL Reassigned Time Requests for Faculty Coordinators

1. The Office of Instruction identifies and informs the Deans of the Reassigned Time positions that have terms ending at the end of the respective academic year and are up for renewal (e.g., Position terms that end in the 2018-2019 academic year are renewed during Fall 2018); this must be completed no later than the end of September. Deans must inform the serving faculty by no later than the first week of October.
2. To renew a position, faculty must complete a RENEWAL Application to share what they have done and to discuss if the position should be continued.
3. Applications for request to RENEW Faculty Reassignment will be made available on the Instructional Planning Council (IPC) webpage by the **end of September**.
4. Faculty must submit a renewal application to their Deans no later than **Friday, November 1st**.
5. Deans must review, sign, and submit final applications to IPC via the Office of Instruction by **Friday, November 8th**.
6. IPC will review the renewal requests for Faculty Reassignment and provide feedback to the VPI by **Friday, November 15th**.
7. Informed by the feedback provided by IPC, the VPI will announce which proposals for renewal have been approved and denied by **Friday, December 6th**.
8. The VPI will report their decision to IPC and will send results to PBC.
9. For Instructional Program Coordinators, the program will recommend a faculty member to serve to their Dean. The Dean will forward the faculty member to the VPI who will make the final decision.
10. For College-wide Initiatives, will follow the [Participatory Governance Manual](#) process for selection for faculty coordinators via Academic Senate.
11. All faculty reassignments will be determined by **Friday, February 14th**.

RENEWAL APPLICATION:

1. Provide a brief summary of your accomplishments and/or challenges during your term. Please be brief and specific. Limit to 1-2 pages. Additional documents are welcome.
2. Do you think this position should be continued? How would your program be impacted if this position is not continued?

NEW Reassigned Time Proposals

1. NEW Reassigned Time Proposals originate with a faculty request (annual plans, program review), Academic Senate or another planning council.
2. Applications for Requests for Faculty Reassignment will be made available on the Instructional Planning Council (IPC) webpage by the **end of September**.
3. Faculty must submit their final applications to their Deans no later than **Friday, November 1st**.
4. Deans must review, sign, and submit final applications to IPC via the Office of Instruction by **Friday, November 8th**.
5. IPC will review the Requests for Faculty Reassignment and provide feedback to the VPI by **Friday, November 15th**.
6. Informed by the feedback provided by IPC, the VPI will announce which proposals for reassignment have been approved and denied by **Friday, December 6th**.
7. The VPI will report their decision to IPC and will send results to PBC.
8. For Instructional Program Coordinators, the program will recommend a faculty member to serve to their Dean. The Dean will forward the faculty member to the VPI who will make the final decision.
9. For College-wide Initiatives, will follow the [Participatory Governance Manual](#) process for selection for faculty coordinators via Academic Senate.
10. Faculty reassignments will be determined by **Friday, February 14th**.

Questions to Answer

1. What process do we want for when grant-funded reassigned-time positions end?
2. Where does Guided Pathways fall in all of this? Is it Grant funded?
3. Do we need this if Campus-wide Initiatives go through the renewal process?
“Campus-wide initiatives will be funded at least until their term limit. Once a term has ended, funding can be reconsidered through collaboration with Academic Senate and the Office of Instruction.”