Reviewing Reassigned Time Applications

Instructional Planning Council (IPC)
Friday, November 6, 2026

What is Reassigned Time?

When there is a need for faculty members to do work that is outside their regular work load, faculty can apply for reassigned time. Reassigned time will take a portion of a faculty member's regular workload and reassign it to a different type of work. So its not additional work, or a release from work time.

Reassigned Time is sometimes paid for by a grant, or it could be paid for by the College. Vacant faculty regular work time is often 'backfilled' by another, often part-time, faculty member.

How Does Reassigned Time Work at Cañada?

Purpose of IPC’s Application Review

- Assist the Office of Instruction with reviewing reassigned time applications for:
  - Duties that do not overlap with Appendix D in the contract
  - An appropriate amount of reassigned time for the work outlined
  - Work that is most appropriately done by a faculty member
- Make recommendations to the Vice President of Instruction (VPI) related to IPC support or recommended edits to reassigned time applications.

Examples of Application Feedback

- “Assessing SLOs is a D1 duty. How would work go beyond D1 duties?”
- “There seems to be more work outlined in the duties list than the amount of time requested. Is this amount of time appropriate?”
- “Some of the duties seem to be a part of the Instructional Technologist’s role (answering Canvas questions, supporting online faculty questions). Are these duties best performed by a faculty on reassigned time?

Planned Process

- Committee members will receive the completed applications in advance, along with our review form.
  - We should all plan to read and review each application prior to our 12/4 meeting.
- We discuss our feedback at our 12/4 meeting, and make our recommendation about each position during that meeting.
- Application authors and deans will be invited to join our 12/4 meeting to be able to answer any questions that come up.