

March 9, 2009

**SAN DIEGO MESA COLLEGE
ACADEMIC AFFAIRS COMMITTEE
POSITION PAPER #6 – REVISED FALL 2008
TITLE: REASSIGNED TIME**

**Approved by Mesa Senate on March 9, 2009 and
approved by President's Cabinet March 24, 2009**

I. INTRODUCTION

Each semester a significant number of FTEF is funded to permit contract faculty to perform tasks outside their regular work assignment as part of their contractual assignment. For example a contract faculty member might be given a 0.20 FTEF reassignment to do non-classroom work as the chair of a college committee. The purposes of reassigned time vary, as do the sources of their funding and the percentages of reassignment. While the benefits of reassigned time to the College are enormous, the financial impact of the use of reassigned time can be substantial for the District and the College. For example, in Fall Semester 2009 35.46 FTEF in reassigned time allocated to faculty at Mesa College, of which 6.98 FTEF was funded by Mesa College from its base classroom FTEF. The college offered 35 fewer class sections in the fall 2009 to fund 6.98 FTEF reassigned time.

In 1998, the Academic Affairs Committee researched the use of reassigned time at Mesa College and developed Position Paper #6 - Reassigned Time. The paper was ultimately approved and adopted by the President's Cabinet on December 1, 1998. The paper developed processes and guidelines for requesting and allocating reassigned time at Mesa College. This revision re-examines the current use of reassigned time, processes, guidelines, and updates Position Paper # 6.

The Academic Affairs Committee has determined four categories of reassigned time and are listed below.

- 1. Non-Discretionary Funding/Non-Discretionary Assignment Process**
- 2. Non-Discretionary Funding/Discretionary Assignment Process**
- 3. Discretionary Funding/Non-Discretionary Assignment Process**
- 4. Discretionary Funding/Discretionary Assignment Process**

The Academic Affairs Committee has created processes and guidelines for discretionary funding and discretionary assignments for reassigned time without existing processes and/or guidelines. It is understood, however, that the College administration has the ultimate right to authorize uses of reassigned time, as reassigned time is part of a personnel assignment.

II. REASSIGNED TIME CATEGORIES

1. Non-Discretionary Funding/Non-Discretionary Assignment Process (district - budget model funded and special funded)

The reassignments within this category have a funding source outside the College's FTEF and the details of the assignment (its percentage of FTEF, length of assignment, and rules governing the allocation of the reassigned time) are already determined by the district. Positions in this category are exempt from this Position Paper's process and guidelines for establishing and filling reassigned time.

2. Non-Discretionary Funding/Discretionary Assignment Process (district - budget model funded and special funded, and college special funded)

The assignments in this category are funded by other sources, such as funds from grants and/or partial funds from the District budget and are not from the College's own FTEF budget; therefore, the funding is non-discretionary. The College does have discretion regarding the process determining who is selected to receive this reassigned time. If no specific college procedures have been established the guidelines in Section IV shall be used to determine who will receive reassigned time in this category.

3. Discretionary Funding/Non-Discretionary Assignment Process (college special funded and college reassigned time reducing instructional FTEF)

The assignments within this category are funded by the College and are discretionary. The determination of who shall be granted assignments within this category currently exists and is non-discretionary. The funding for this category is discretionary and the College's President's Cabinet approves or disapproves the creation and/or continuation of an assignment, establishes the FTEF, defines the tasks to be performed, and the duration of the assignment. Therefore, the process and guidelines in Section III of this Position Paper shall be utilized by the President's Cabinet in its recommendations for establishing and funding assignments in this category.

4. Discretionary Funding/Discretionary Assignment Process (college special funded and college reassigned time reducing instructional FTEF)

The assignments within this category are at the discretion of the College's President's Cabinet, in both funding reassigned time and in determining to whom the position is assigned. The process and guidelines in Sections III and IV of this Position Paper shall be utilized to establish, fund and fill assignments in this category.

III. GUIDELINES FOR ESTABLISHING DISCRETIONARY REASSIGNED TIME POSITIONS:

1. Requests, with justification, for the establishment of a reassigned time position within categories 3 or 4 shall be made in writing and submitted to the appropriate Vice President. The appropriate Vice President will submit his/her recommendations to the President's Cabinet for review. The appropriate Vice President with the approval of the College President will make the final assignment of reassigned time.

2. Requests for the establishment of a reassigned time position will be limited to requests for less than one (1.00) FTEF, unless the position will last only one semester.
3. Requests shall include the amount of hours of reassigned time requested and the duration of the reassignment with a maximum of two years duration. If a reassigned time position is anticipated beyond two years, a written reassigned time request must be re-submitted for such an allocation in the second year of the assignment and the request must follow the guidelines for new requests.
4. Requests-for reassigned time shall be based on a 40-hour workweek as defined in the Guild Contract. For example, 0.20 FTEF reassigned time is equivalent to 8 hours per week of non-classroom time, not three hours, the equivalent of classroom time.
5. Requests for reassigned time will demonstrate tasks that are not normally a part of the faculty member's current assignment and/or will require more time than can be expected as part of a faculty member's regular non-classroom activities. Additional time may be necessary for such tasks as chairing a committee, working on curriculum development, carrying out special projects, etc.
6. In order to encourage reassigned time requests for positions that focus on tasks the College needs to have performed it is recommended requests be made-by departments, programs, and/or shared governance units. However, reassigned time requests by individuals for specific short-term projects will continue to be reviewed and approved.

IV. GUIDELINES FOR FILLING REASSIGNED TIME POSITIONS WITH NO ESTABLISHED SELECTION PROCESS:

1. Upon notification of the recommendations for allocations of reassigned time in categories 2 or 4, the President's Cabinet shall review and determine the final size and composition of an *ad hoc* selection committee to make the selection for the reassigned time position. The only exceptions would be requests for reassignment for a specific faculty member to do a special project, and in such a case, these steps would not be necessary.
2. The composition of this *ad hoc* selection committee shall consist of at least two faculty members, nominated by the department, program, or shared governance group that proposed the reassigned position, and approved by the Academic Senate. If appropriate, the President's Cabinet shall invite an administrative, classified, and/or student representative to join the committee as appropriate.
3. The *ad hoc* selection committee shall develop a reassigned time position advertisement, review applications, conduct interviews (if necessary) and make its recommendations to the appropriate Vice President and the President's Cabinet for final approval.

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