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**Los Medanos College**

**Reassigned Time Policies and Procedure**

**Purpose**

Faculty may be reassigned to specific non-instructional roles for a designated period of time in order to achieve college goals and advance initiatives best led by those with instructional/student services expertise. Such reassignment must follow guidelines set by District Human Resources Procedure 2090.7 and United Faculty contract, Section 11. For reassigned time that is proposed outside of that which is contractually required, the following must be clearly outlined in the position announcement: the need for the position, the duration of the assignment, the duties and responsibilities expected, the administrator to whom the reassigned faculty will report, and the funding source that will be charged, specifying whether full-time or part-time replacement costs will be charged.

**Computation of Time**

Based on United Faculty contract section 11.2, the computation of faculty reassigned time is determined using the following formula:

FTE assigned x 35 = weekly duty hours of reassigned time

**Approval Process for New Non-Contractual Reassign Position**

1. Approval of position

Initiation of a request for new, non-contractual reassigned time positions, including those that are the result of successful grant applications, require the development of a job description that minimally includes:

* Title
* General Description/Need for Position
* Length of Assignment
* Start Date
* Amount of Reassigned Load
* Funding Source, including whether costs are to be charged at full or part time replacement costs
* Desirable Qualifications
* Duties and Responsibilities
* Deliverables/outcomes and expectations
* Administrator to whom faculty reports for reassigned time position

Job descriptions must be recommended by a Vice President of Instruction or Student Services in consultation with the appropriate dean and Academic Senate President, reviewed by United Faculty and approved by the College President in consultation with the President’s Cabinet. When the length of the assignment has been completed, the President can choose to end the position or continue it based on college needs and resources.

Whenever possible, requests for new non-contractual reassigned time positions should occur at the beginning of the semester prior to the start date of the reassigned time – or sooner- to allow time for the position to be announced and the faculty member to be selected prior to the second turnaround of the schedule in which the reassigned time will begin.

**Procedural Timeline:**

The process of vetting reassign positions time ensures that positions are reviewed by all pertinent parties and recruitment is completed ahead of fall scheduling for the next academic year and in line with fiscal/budget processes for the following fiscal year. The following annual timeline is designed to meet the these needs of scheduling and budgeting.

* October – positions are reviewed by appropriate committees, Academic Senate and United Faculty and recommended to college administration.
* Early November- position status confirmed by college President and positions are posted to faculty and recruitment begins
* Late November/Early December reassign interviews are conducted
* December- prior to break, positions are announced for the following academic year
* Fall recruitments in even years will be for odd year cycles, and fall recruitment in even years will be for odd year cycles.

**Selection of Faculty for Reassign Positions**

2. Selection of faculty member to fill position

Upon approval of a new position or the continuation of an existing position, the job announcement will be sent to all full-time faculty by the appropriate Vice President in collaboration with the Academic Senate President. Interested candidates must submit a letter of interest along with a brief application that will require signatures from their respective chair and dean, where it will be submitted to the respective Vice President for presentation to President’s Cabinet. The signature process is to ensure potentially impacted parties and departments are aware, and so the department/program can plan accordingly.

Interested candidates will be interviewed by a panel that includes the Vice President or designee, the Academic Senate President or designee, and other staff that the Vice President and Academic Senate President agree should be included. If more than 5 faculty members apply for the position, the panel may use desirable qualifications to narrow the number to be interviewed to a maximum of 5. The panel will recommend to the College President the faculty member whom they believe is most qualified to fulfill the duties of the position, and the College President will have final approval. If the administrator to whom the faculty member reports for the reassigned time project does not believe the selected member is fulfilling the duties and responsibilities at the expected level, he or she can recommend that the faculty member not continue.

Part- and full-time faculty may apply, with priority given to full-time faculty if the qualifications and skill sets are equal or greater than that of part-time applicants. In the event that no full-time faculty apply for an open position, recruitment for part-time faculty will follow the same application and approval process. The approval of part-time faculty will be in alignment with load restriction for part-time faculty. Variances will not be approved for reassign that would exceed 67%, which is the maximum load for part-time faculty.

**Contractual and non-contractual reassign:**

To ensure all faculty have opportunities and the college has well-rounded leadership, faculty members may hold a maximum of two reassign positions, with the maximum per individual to not exceed 50%, unless an individual position exceeds the 50% threshold (ex: Honors, Distance Education, etc.). The college President has final approval of all reassign and will evaluate and grant approval on skills of the applicant and balance for the college.

**Performance Expectations:**

Faculty accepting reassign time will record their hours on a time and effort form and will meet regularly with their assign time manager to provide progress reports toward goals and program/project deliverables. Reassign hours are to be conducted at hours that are conducive to the needs of the program/project and congruent with other operations of the college such as Business Services, Office of Instruction, Student Services Administration, etc. On campus and remote working will be determined by mutual consent of the reassigned employee and the supervising manager and in keeping with requirements of the UF contract.

**Evaluation and Reporting:**

Projects that fall under reassignment duties will be evaluated for their performance to meet college mission, vision and priorities. Metrics and workplans will be developed at the beginning of the reassign position with the faculty member, their respective supervisor, and any committee or advisory group that is associated with the reassign project. Program deliverables will be defined and measurement, reporting, and presenting them to college constituent groups such as Classified and Academic Senates, Share Governance Council and others will be part of the evaluation and reporting process.

**Compliance/References:**

* Board Policy2090.7
* UF Contract, Section 11

**Approval History:**

Initial Adoption:

Approved by Shared Governance Council:

Approved by College President:

**Feedback History:**

* Proposed by Office of Instruction:
* Shared Governance Council
* Academic Senate:
* Department Chairs