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**REASSIGNED TIME PROCEDURES**

Procedures for Establishing and Monitoring all New and Continuing Non-Contractual Reassigned Time Provided by the College Regardless of Funding Source.(Approved July 2011)

1. **REQUEST FOR REASSIGNED TIME POSITION:**
2. **Appropriate Dean(s), Senior Dean(s) and/or Manager (and Reassigned faculty member(s) if Current Position or if being requested by faculty) develop documentation of:** 
   1. **Position History:** 
      1. What is the need for this position?
      2. How/where has this need for this position been documented?
      3. Is this position being recommended to be time-limited (if so for how long) or on-going?
      4. How will the position be funded? If grant-funded, for how long? Will there be a need for institutionalization?
      5. Are there any external relationships and/or requirements? If so, please explain.
   2. **Position Description:** 
      1. What are the responsibilities/duties of the position?
      2. Is there a department that needs to review and endorse this position given its proposed relationship to the department?
      3. To which manager will this position report?
      4. What are the outcomes/deliverables of this position (per semester)? How will the outcomes be measured and reported to the designated manager?
      5. Which college goals/ARCC data does this position address?
      6. How will this position benefit the college/students?
      7. Percentage of reassigned time and related rationale (relationship of duties and deliverables to time on task). Based on a 35 hour week, how many hours on average will it take to accomplish the responsibilities and duties of the position? If work will not be completed evenly over the time period requested, indicate how the work hours will be redistributed. Will the majority of the work be provided during the day, evening or weekends? Will any of the faculty’s five weekly hours of professional obligation be assigned to the reassigned time position?
      8. At what intervals should the need for this position be evaluated?
   3. **Position Appointments:** 
      1. What is the process for an applicant to be appointed to this position (such as open recruitment at the college level or department recommendations)?
      2. Are there any restrictions proposed regarding who may apply for the position?
      3. For how long will an individual be appointed?
   4. **What are the alternatives/repercussions if this position is not filled?**
3. **Cabinet Review Process of the Reassigned Time Requests:** 
   1. Recommendations are reviewed,
   2. Additional information requested as necessary,
   3. Recommendations are banded and forwarded to the president,
   4. President issues final decisions.
4. **REASSIGNED TIME POSITION APPOINTMENT**
5. Before an applicant is officially appointed to a reassigned position, the chair of the department in which the applicant is assigned must be consulted for input.
6. The president approves all reassigned time appointments.
7. **REASSIGNED TIME DELIVERABLES AND REPORTING** 
   1. Documentation regarding agreed upon deliverables/outcomes are developed collaboratively each semester by manager and reassigned time faculty member (to be signed by Manager, Dean, and/or Senior Dean).
   2. Manager meets with the Reassigned faculty member at the end of each semester to review deliverables and outcomes. The manager reports to the President’s Cabinet for re-assessment of the position. The expected outcomes and deliverables should be in a format that provides for an evaluation of the outcomes and deliverables.
   3. Approval for continuation, modifications to position, or termination of position recommended to the president based on assessment,
   4. President issues a final decision.

\* It is acknowledged that there are many reassigned positions in existence at the time that this procedure was implemented. Those reassigned positions will be included in this procedure. There may be instances where the requested information is in existence in another document. Such documents can be submitted in lieu of completing the “Reassigned Time Application”. Please be certain that all questions are addressed.

**/Reassigned Time Procedures 08-11**