

Section: Faculty Reassigned Time & Instructional Stipends

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Sponsoring Unit/Department: Provost Office

Faculty Reassigned Time & Instructional Stipends

Reassigned time is provided to a Faculty member for activities, responsibilities and projects outside of his/her job description.

Reassigned time is approved in increments load hours and may be either compensated directly or used to reduce teaching load. For Instructional Faculty, one load hour of reassigned time equates to one load hour reassigned from teaching. For Educational Support Faculty, one load hour of reassigned time equates to two clock hours of reassigned time from his or her weekly work schedule.

The mutually agreed expectations of the reassigned period shall be documented in writing and shall be retained by the supervisor. A Faculty member who agrees to take reassigned time, and who does not perform the duties outlined in the written expectations for reassigned time, must notify their supervisor so that the appropriate payroll adjustments can be made.

When completing load sheets, reassigned time should first be applied to regular load.

Reassigned time used to exempt faculty members from all teaching duties must be approved by the Provost or designee.

In instances when reassigned time exceeds the Faculty member's regular load, it may be used as a voluntary overload. Reassigned time taken as part of an overload shall be compensated at the current overload rate. The combination of reassigned time taken as an overload and overload hours taught may not exceed the maximum allowed except when approved by the supervising administrator.

Activity Stipends/Reassigned Time for Faculty

The College provides supplemental compensation to faculty members who take on significant additional assignments. A list of recurring additional assignments and the approved load-hour equivalency appears below.

Load hour equivalency for positions described below is a one-time stipend (or reassigned time) per assignment per fiscal year. The stipends for these activities are determined by multiplying the overload rate by the specified number of load hours.

A faculty member may only be assigned one of the activities listed below at any given time, unless an exception has been granted by the Dean responsible for assigning the activity. All activities and rates may be adjusted by the Provost according to changes in expected workload. Any permanent changes made will be reflected in the table below.

Activity	Load Hour Equivalency per assignment
Band Director	5
Aztec Press Advisor	6
Chair or Co-Chair of Major Task Force	1-3
Chorale Director	5
Drama Productions Director, each production	5
Honors Coordinator, each coordinator 1 per campus	2.5
Publication Advisor, each publication (SandScript, and Cababi)	5
Faculty Learning Academy & Mentor Coordinator	5
College Governance Reassigned Time:	Per semester
AERC voting member (may be adjusted to match projected workload)	3
Faculty Senate President	6
Faculty Senate Vice President	3
Faculty Senate President-Elect	3
Faculty Senate Board Representative	3