

**San Diego Mesa College  
Academic Affairs Committee  
Position Paper #6 – Revised Spring 2012  
Reassigned Time**

Approved by the Academic Senate: October 8, 2012

**I. Introductions:**

- A.** 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.
  - 1. 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.
  - 2. The purposes of reassigned time vary, as do the sources of their funding, and the percentages of reassignment.
- B.** 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.
  - 1. For example, in Fall Semester 2009 35.46 FTEF in reassigned time was allocated to Contract Faculty at Mesa College, of which 6.98 FTEF was funded by Mesa College from its base classroom FTEF.
    - a. The College offered 35 fewer class sections in the Fall 2009 in order to fund the 6.98 FTEF in reassigned time.
- C.** In 1998, the Academic Affairs Committee researched the use of reassigned time at Mesa College and developed Position Paper #6 on Reassigned Time.
  - 1. The paper was approved and adopted by the Academic Senate and President's Cabinet in 1998.
  - 2. The paper developed processes and guidelines for requesting and allocating reassigned time for Mesa College.
  - 3. This revision reexamines the current use of reassigned time, processes, guidelines, and updates Position Paper # 6.

**D. Categories of Reassigned Time:**

The Academic Affairs Committee determined there are four categories of reassigned time:

- (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**

- E.** The Academic Affairs Committee has created processes and guidelines for Discretionary funding and Discretionary assignments for reassigned time without existing processes and/or guidelines.
  - 1. With the understanding that the College administration makes the final decisions regarding the use of reassigned time, as reassigned time is part of a Contract Faculty's personnel assignment.

**II. Reassigned Time Categories:**

- A. (1) Non-Discretionary Funding/Non-Discretionary Assignment Process:** (District Budget Model Funded & Special Funded)
  - 1. The reassessments within this category have a funding source outside the College's FTEF.
    - a. The funding is Non-Discretionary.
  - 2. The details of the assignment including its percentage of FTEF, length of assignment, and rules governing the allocation of the reassigned time are already determined by the District.
    - a. The College does not have the discretion to determine who shall be granted assignments within this category (Non-Discretionary Assignment Process).
- B. (2) Non-Discretionary Funding/Discretionary Assignment Process:** (District Budget Model Funded, Special Funded, or College Special Funded)
  - 1. The assignments in this category are funded by sources such as funds from grants and/or funds from the District's budget and are not from the College's own FTEF budget.
    - a. The funding is Non-Discretionary.

2. However, the College does have Discretion regarding the process for determining who is selected to receive this category of reassigned time (Discretionary Assignment Process).
  - a. If no specific College procedures have been established, the guidelines in Section IV of this Position Paper shall be used to determine who will receive reassigned time in this category.

**C. (3) Discretionary Funding/Non-Discretionary Assignment Process:** (College Special Funded & College Reassigned Time Reducing Instructional FTEF)

1. The assignments within this category are funded by the College and are Discretionary.
  - a. The funding for this category is Discretionary.
2. The process for determining who shall be granted assignments within this category currently exists and is a Non-Discretionary Assignment Process.
3. Requests for this category shall be made through the Program Review process and shall include:
  - a. Justification for the creation and/or continuation of an assignment
  - b. Establishment of the FTEF
  - c. Definition of the tasks to be performed
  - d. The duration of the assignment

**D. (4) Discretionary Funding/Discretionary Assignment Process:** (College Special Funded & College Reassigned Time Reducing Instructional FTEF)

1. The assignments within this category are funded by the College and are Discretionary.
  - a. The funding for this category is Discretionary.
2. Filling positions for this category of reassigned time shall be at the Discretion of the College's President's Cabinet and shall utilize the process and guidelines in Section IV of this Position Paper (Discretionary Assignment Process).
3. Funding requests for this category shall be made through the Program Review process and shall include:
  - a. Justification for the creation and/or continuation of an assignment
  - b. Establishment of the FTEF
  - c. Definition of the tasks to be performed
  - d. The duration of the assignment.

**III. Guidelines for Establishing Discretionary Reassigned Time Positions:**

- A.** Requests, with justification, for the establishment of a reassigned time position within categories **(3)** or **(4)** using Discretionary funds shall be made in writing and submitted through the Program Review process.
- B.** 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.
- C.** Requests shall include the amount of hours of reassigned time requested and the duration of the reassignment with a maximum of two years duration.
  1. If a reassigned time position is anticipated beyond two years, a written reassigned time request must be resubmitted through Program Review for such an allocation in the second year of the assignment and the request must follow the guidelines for new requests.
- D.** Requests for reassigned time shall be based on a 40-hour workweek as defined in the AFT Contract.
  1. For example, 0.20 FTEF reassigned time is equivalent to eight hours per week of non-classroom time and not three hours, which is the equivalent of classroom time.

- E.** 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.
  - 1. Additional time may be necessary for such tasks as chairing a committee, working on curriculum development, carrying out special projects, etc.
- F.** In order to encourage reassigned time requests for positions that focus on tasks the College must complete, it is recommended that requests are made by departments, programs, and/or shared governance units.
  - 1. However, reassigned time requests by individuals for specific short-term projects that are contained in an associated Program Review will continue to be reviewed and approved.

**IV. Guidelines for Filling Reassigned Time Positions with No Established Selection Process:**

- A.** Upon receipt of a recommendation for an allocation of reassigned time in categories **(2)** or **(4)** through the Discretionary Assignment Process, 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.
  - 1. This process is not necessary when the request for reassigned time is for a specific Faculty member to complete a special project.
- B.** The composition of this *ad hoc* selection committee shall consist of at least two Faculty members who are nominated by the department, program, or shared governance group that requested the reassigned time.
  - 1. If appropriate, the President's Cabinet shall invite an administrative, classified, and/or student representative to join the committee as appropriate.
- C.** 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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