CSN CBA - Article 13 - Re-Assigned Time Requests - School of Advanced & Applied Technologies – 2023-2024

CSN NFA CBA - Article 13 - Reassigned Time (Instructional Faculty)

Section 1. Purpose and Scope: This Article covers reassigned time for positions outside of those approved to support Department operations and otherwise addressed in this Contract and/or CSN policy, such as: Department Chair, Assistant Department Chair, Program Director, and Lead Faculty and any other instructional activities in Section II.C (Instructional Activities) of the CSN Faculty Workload Policy. These positions covered herein may include, but are not limited to Faculty Senate, Clinical Coordinator, Course Coordinator, Assessment Coordinator, Shop Supervisor, Reading Specialist, Publication Editor, Producer of Main Assessment Event, Production Manager, Supervisor of community service facilities (e.g., planetarium, theater, child development lab, art gallery, dental hygiene lab, fabrication lab, etc.)

Section 2. Appointment: Assignments for reassigned time hereunder, are recommended to the Vice President of Academic Affairs by the Dean and/or Director. When the Vice President of Academic Affairs has approved a need for reassigned time, a description of the role's responsibilities will be created by the recommending party and approved by the respective Dean, including specific start and end dates and average hours per week required of the reassigned time. This information shall be disseminated to all eligible departmental faculty via email. The reassigned time role description distributed shall specify whom interested faculty should notify. In order to provide that members of the faculty to learn of projects or assignments, such descriptions shall be announced a minimum of ten (10) working days (as determined by the academic calendar for B contracts) prior to the appointment decision. The requesting Dept Chair/Asst Dept Chair/Program Director/Faculty Lead/Director shall make an appointment recommendation to the appropriate administrator, Dean level or above, after conducting a formal interview process. The appropriate Dean and/or Director, shall make a decision and inform all applicants. The decision cannot be appealed by an applicant. The reassigned time role description will be published and kept updated online on the Faculty Infobook website and on a page linked from the Vice President of Academic Affairs webpage.

Section 3. Accountability: The faculty member with reassigned time is accountable to the appropriate Dean, Department Chair, Assistant Department Chair, Program Director, and/or Lead Faculty for all the responsibilities agreed upon in writing at the time of appointment. All faculty members with reassigned time will account for the duties performed in a letter report addendum to their Annual Evaluation.

Section 4. Disputes, Vacancies, and Removal: A faculty member may be removed from his or her reassigned time role: A. At the pleasure of the Vice President of Academic Affairs. B. If the change occurs during a semester and a full teaching load in unavailable, the Dean upon approval of the Vice President of Academic Affairs, will assign the faculty member other duties. C. If a faculty member's reassigned time role becomes vacant due to prolonged leave, illness, death, resignation, or other circumstances, the Dean may disseminate to all eligible departmental faculty via email a description of the role and responsibilities. Descriptions of these roles shall be posted for a minimum of ten (10) working days prior to any decision to hire (see Section 2).

Section 5. Compensation: Faculty members accept reassigned times for the entire academic year; shorter time periods will be prorated. More than one category of reassigned time may apply to a faculty member simultaneously provided that no conflict of commitment arises. Faculty members may choose to accept reassigned time in excess of their base workloads during a contract period provided that no conflict of commitment arises, which will be deemed to be an overload and are compensated as outlined below.

Reassigned Time IU compensation calculations are determined as outlined below:

[{Average work hours per week) / (35 hours] * 15 IUs = IUs for non-instructional based activities.

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Department Name	Name of Role for Re-assigned Time	Description of Re-Assigned Time Duties	# of Hours Each Week Required During Contract Period to Perform Re-assigned Time Duties	Number of IU's Requested for Fall 2023 (if applicable)	Number of IU's Requested for Spring 2024 (if applicable)	Total Number of IU's for 2023-2024	Selected Faculty Member
Media Technologies	Gallery Coordinator	Coordinate with faculty and staff as necessary to plan and implement the display of work in the designated gallery spaces of the A Telecom Building and other locations. Install, maintain and takedown of exhibitions, Organize and lead gallery-related events in coordination with faculty	2.5	1	1	2	Heather Protz
Computing & Information Tech (AAT at Large)	AAT School Web Master	Responsible for creating and maintaining CIT and AAT web assets	2.5	1	1	2	Kate Pulling
Computing & Information Tech (AAT at Large)	Curriculum Committee Chair/ In-Service Training	Conducts SCAC and trains faculty in developing and submitting curriculum	3.5	1.5	1.5	3	Eve Taghva
Computing & Information Tech	Industry Certificate Assessment Coordinator & Proctor	Responsible for managing the certification assessment bootcamp conducted every semester	2.5	1	1	2	Joe Ryan
Computing & Information Tech (AAT at Large)	School Assessment Coordinator	Monitors and support program assessments for the entire school. Serves on college assessment team	2.5	1	1	2	Lata Koneru
Computing & Information Tech	Internship Coordinator	Responsible for coordinating internship opportunities with program directors and industry partners.	5	0	2	2	Larry Rodis

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Applied Technologies	CONS Management coordinator	Actively supports faculty development for both full and part-time personnel, monitoring communication protocols, while maintaining and reviewing part time faculty credentials. Actively participates in curriculum development and review, while reviewing and adopting textbooks. Meet with internal and external constituents, representing the department/program to key stakeholders and advisory boards.	2.5	1	1	2	Doug Nelson
Applied Technologies	Aviation Coordinator	Meet with internal and external constituents, representing the department/program to key stakeholders and advisory boards. Complete 2- and 5-year program development plans. Leads the daily operational aspects of the program and its facilities and equipment.	2.5	1	1	2	Sandra Kingma

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Applied Technologies	WWT Coordinator	Meet with internal and external constituents, representing the department/program to key stakeholders and advisory boards. Complete 2- and 5-year program development plans. Leads the daily operational aspects of the program and its facilities and equipment.	2.5	1	1	2	Shankara Babu
Applied Technologies	EET/EGG lab coordinator	Actively participates in curriculum development and review, while reviewing and adopting textbooks. Serves as liaison between students and the program/department to address student concerns and guides students on programmatic requirements. Serves as student advisor for the affected program. Participates in grant development and writing as required.	2.5	1	1	2	Wen Shen

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Applied Technologies	CADD Coordinator	Analyze programmatic needs and ensure program alignment with industry standards and accreditation standards, meeting all standards as outlined by accrediting bodies. Actively participates in curriculum development and review, while reviewing and adopting textbooks. Leads the daily operational aspects of the program and its facilities and equipment.	2.5	1	1	2	Bob Diaz
Applied Technologies	ABET Accreditation Site Visit & Self Study Support	Manages Engineering Tech assessment and serves as supprt to Program Director for upcoming ABET accreditation site visit.	7	3	0	3	Joe Miller
Applied Technologies	Motorsport Coordinator and Curriculum Development	Leads the daily operational aspects of the program and its facilities and equipment. Meet with internal and external constituents, representing the department/program to key stakeholders and advisory boards. Actively participates in curriculum development and review, while reviewing and adopting textbooks.	2.5	1	1	2	Daniel Valles

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Applied Technologies	ABDY Coordinator	Meet with internal and external constituents, representing the department/program to key stakeholders and advisory boards. Complete 2- and 5-year program development plans. Leads the daily operational aspects of the program and its facilities and equipment.	2.5	1	1	2	Jesus Lopez
Applied Technologies	Diesel coordinator	Analyze programmatic needs and ensure program alignment with industry standards and accreditation standards, meeting all standards as outlined by accrediting bodies. Actively participates in curriculum development and review, while reviewing and adopting textbooks. Leads the daily operational aspects of the program and its facilities and equipment.	2.5	1	1	2	Jason Eagars
Total						**32**	

Department Chair Signature: _____   **Date:** _____

Dean Signature:_____   **Date:** _____

VPAA Signature:_____   **Date:** _____