

**CSN CBA - Article 13 - Re-Assigned Time Requests - School of Business,
Hospitality & Public Safety – 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 is 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).

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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:

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

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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 IU's Approved for 2023-2024	Faculty Assigned for Fall 2023	Faculty Assigned for Spring 2024	Role Description
Hospitality Management	Restaurant Manager	Department Custodial, take all reservations, make weekly deposits, order all product needed for restaurant, weekly audits, work with CSN accounting to assure proper paperwork.	2	1	1	2	Joe Gormley	Andrew Fanizzi	
Criminal Justice & Emergency Services	EMS Clinical Coordinator	Please see the attached job description.	7	3	3	6	Michelle Zahn	Michelle Zahn	EMS Clinical Coordinator
Criminal Justice & Emergency Services	Coordinator	Please see the attached job description.	7	3	3	6	Robert Aberle	Robert Aberle	CRJ Coordinator
Criminal Justice & Emergency Services	EMT & Advanced EMT Course Coordinator	Please see the attached job description.	7	3	3	6	Sarita Lundin	Sarita Lundin	EMT & AEMT Coordinator
Accounting & Finance	Tax Curriculum Development	VITA Tax Preparation Lead	7	3	3	6	Unassigned	Craig White	ACC Tax Curriculum
Accounting & Finance	Internship Coordinator	Internships	3	1	1	2	Michael McDonald	unassigned	Internship Coordinator
TOTAL						28			

Department Chair Signature: _____	Date: _____
Dean Signature: _____	Date: _____
VPAA Signature: <u>James R. McCoy</u> Date: <u>8/23/23</u>	