

**CSN CBA - Article 13 - Re-Assigned Time Requests - School of Education,  
Behavioral & Social Sciences – 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 2024 (if applicable)	Number of IU's Requested for Spring 2025 (if applicable)	Total Number of IU's for 2024-2025	Faculty Selected for Role
Human Behavior	Anthropology Coordinator	Human Behavior requires an Anthropology Coordinator to ensure access to higher education students success, and to support diversity initiatives. With the guidance from Department Chair, move the Anthropology group to a 2-year strategic enrollment cycle. Schedule part-time instructors in Anthropology classes. Resolve student complaints, interview and evaluate Anthropology instructors, serve as subject matter expert on matters pertaining to Anthropology and other duties as assigned.	6 hours	3	3	6	Damon Lasiter

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Human Behavior	Applied Psychology Liaison	Human Behavior requires an Applied Psychology Liaison to ensure access to higher education, student success, to support diversity initiatives, and to support workforce initiatives. Write applied psychology curriculum and process through appropriate departmental, school, and college committees. Seek stakeholder feedback concerning applied psychology certificates. Provide assessment support to Department Chair and assessment coordinator for the 1, 3, and 5 year reviews of Applied Psychology certificates. Attend meetings relating to development of certificates with stakeholders, including State of Nevada Behavioral Health/Disability Services, Non-profits including Kinship Program, and UNLV Guided Pathway for Substance Abuse Certification.	4 hours	2	2	4	Michelle Howser

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Human Behavior	Sociology Coordinator	Human Behavior requires a Sociology Coordinator to ensure access to higher education, student success, and to support diversity initiatives. Collaborate with faculty and Department Chair to increase number of sociology completions with the objective of removing Sociology from the low-yield list. With guidance from Department Chair, move the Sociology group to a 2-year strategic enrollment cycle, and perform strategic enrollment management of Sociology schedule to increase the number of completions. Schedule part-time instructors in sociology classes. Interview and evaluate sociology instructors; resolve student complaints and serve as subject matter expert on matters pertaining to sociology and other duties as assigned.	6 hours	3	3	6	Flora Rudacile
Human Behavior	Assessment Coordinator	Human Behavior requires an Assessment Coordinator to ensure access to higher education, student success, and to support workforce initiatives. With the guidance of Department Chair, design and implement the department assessment office as required.	6 hours	3	3	6	Danielle Richards

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Social Sciences	Economics Coordinator	Drafting initial schedules for economics, coordinating development of curriculum and curriculum proposals for the discipline(s), supervising part-time faculty, managing student complaints for part-time faculty, presiding over meetings with full-time faculty in the discipline, presiding over meetings with part-time faculty Gather data and help chair prepare reports for the administration, etc. Coordinate and facilitate assessment for the discipline. Participate in development of Unit Plan. Consult on substitution and equivalency requests.	6	3	3	6	Sheri Perez
Social Sciences	Philosophy / Religious Studies Coordinator	Drafting initial schedules for philosophy & religious studies, coordinating development of curriculum and curriculum proposals for the discipline(s), supervising part-time faculty, managing student complaints for part-time faculty, presiding over meetings with full-time faculty in the discipline, presiding over meetings with part-time faculty Gather data and help chair prepare reports for the administration, etc. Coordinate and facilitate assessment for the discipline. Participate in development of Unit Plan. Consult on substitution and equivalency requests.	8	4	4	8	Ken Hochstetter

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Social Sciences	Political Science/Global Studies Coordinator	Drafting initial schedules for political science & Global Studies, coordinating development of curriculum and curriculum proposals for the discipline(s), supervising part-time faculty, managing student complaints for part-time faculty, presiding over meetings with full-time faculty in the discipline, presiding over meetings with part-time faculty Gather data and help chair prepare reports for the administration, etc. Coordinate and facilitate assessment for the discipline. Participate in development of Unit Plan. Consult on substitution and equivalency requests.	8	4	4	8	Ken Fernandez
Social Sciences	Social Sciences Assessment Coordinator	Coordinate and facilitate assessment of all courses and programs in the department. Prepare/Revise assessment plans, collect data, write and submit/upload reports, participate in development of department Unit Plan.	11	6	6	12	Troy Beals

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Social Sciences	Social Sciences Jumpstart Coordinator	Participate in recruitment and hiring of part-time dual enrollment instructors (to include coordinating with high schools to enter campus and classrooms), evaluate instructors, manage student complaints, research and complete forms related to NACEP accreditation, scheduling of Jumpstart sections, coordinate assessment of courses. and program, participate in development of department Unit Plan.	11	6	6	12	John Min
<b>TOTAL</b>						<b>68</b>	

Department Chair Signature: _____	Date: <u>07/10/2023</u>
Dean Signature: <u>SIGNED// Charles Okeke</u>	Date: <u>07/17/2023</u>
VPAA Signature: <u>SIGNED// JAMES R MCCOY</u>	Date: <u>07/17/2023</u>