

CSN CBA - Article 13 - Re-Assigned Time Requests - School of Health 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 of Dental, Diagnostic & Rehab Services	Clinical Coordinator - MLT	Required by Accreditation, clinical oversight of learners in clinical setting, to include management/coordination w site instructors, verification of required documentation necessary, conflict management, clinical tracking and records maintenance, Competency assessment, clinical site visits	1	0.5	0.5	1	Shirley Cruzada
Department of Dental, Diagnostic & Rehab Services	Clinical Coordinator - PTA	Required by Accreditation, clinical oversight of learners in clinical setting, to include management/coordination w site instructors, verification of required documentation necessary, conflict management, clinical tracking and records maintenance, Competency assessment, clinical site visits	4	1	1	2	Gina McDade
Department of Dental, Diagnostic & Rehab Services	Clinical Coordinator - OPHT	Required by Accreditation, clinical oversight of learners in clinical setting, to include management/coordination w site instructors, verification of required documentation necessary, conflict management, clinical tracking and records maintenance, Competency assessment, clinical site visits	2	0.5	0.5	1	Scott Helkaa
Department of Dental, Diagnostic & Rehab Services	Course Coordinator (Phleb)	Oversight of phlebotomy learners including application process, verification of documents, clinical placement and oversight in clinical, assessment and competency of learners in clinical, advising, mentoring, site visits,	4	1.5	1.5	3	Pat Armour

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Department of Dental, Diagnostic & Rehab Services	Clinical Coordinator (DA)	Required by Accreditation, clinical oversight of learners in clinical setting, to include management/coordination w site instructors, verification of required documentation necessary, conflict management, clinical tracking and records maintenance, Competency assessment, clinical site visits	1	0.5	0.5	1	Patricia Clark
Department of Health Related Professions	Clinical Coordinator - CRS	Required by Accreditation, clinical oversight of learners in clinical setting, to include management/coordination w site instructors, verification of required documentation necessary, conflict management, clinical tracking and records maintenance, Competency assessment, clinical site visits	5	2	2	4	Cecilia Degenhart (2 IU's per year) & Henry Clay (2 IU's per year)
Department of Health Related Professions	Clinical Coordinator - HIT & MC	Required by Accreditation, clinical oversight of learners in clinical setting, to include management/coordination w site instructors, verification of required documentation necessary, conflict management, clinical tracking and records maintenance, Competency assessment, clinical site visits	5	2	2	4	Lorraine Brown
Department of Health Related Professions	Clinical Coordinator - MA	Required by Accreditation, clinical oversight of learners in clinical setting, to include management/coordination w site instructors, verification of required documentation necessary, conflict management, clinical tracking and records maintenance, Competency assessment, clinical site visits	4	1	1	2	Jessica Dycus

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Department of Health Related Professions	Clinical Coordinator - SRGT	Required by Accreditation, clinical oversight of learners in clinical setting, to include management/coordination w site instructors, verification of required documentation necessary, conflict management, clinical tracking and records maintenance, Competency assessment, clinical site visits	5	2	2	4	Denise Gustafson
Department of Health Related Professions	Clinical Coordinator-SON (CARD)	Required by Accreditation, clinical oversight of learners in clinical setting, to include management/coordination w site instructors, verification of required documentation necessary, conflict management, clinical tracking and records maintenance, Competency assessment, clinical site visits	4	1.5	1.5	3	Jodi Gonz
Department of Health Related Professions	Clinical Coordinator - SON (Gen)	Required by Accreditation, clinical oversight of learners in clinical setting, to include management/coordination w site instructors, verification of required documentation necessary, conflict management, clinical tracking and records maintenance, Competency assessment, clinical site visits	4	1.5	1.5	3	Tammy Plourde

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<p align="center">Department of Nursing (ADN)</p>	<p align="center">Course Coordinator - NURS 101</p>	<p>Instruct faculty on delivery of course content; facilitate the work of peers (lab and clinical) related to the course content; Collaborate with the other course faculty to prepare the End-of-Academic Year Course Assessment to summarize the evaluation of the course and identify accomplishments and recommendations for changes and reporting of any program gaps; Distribute site evaluation forms to all clinical instructors; Organize team meetings with faculty of the course 3x per semester, maintain meeting minutes and report our during Dept meetings; Develop and update the course lecture syllabus and assignments; Create the Canvas sites for all class sections; Create the Faculty Canvas site for sections; Create the PrepU/ATI and Lippincott assignments for all course sections; Test question analysis ensuring testing best practices are followed related to standardized testing in Nursing; Assign clinical instructors to clinical sites; Create clinical assignments/competencies that are appropriate for the course; Develop high and low fidelity simulation materials</p>	<p align="center">7</p>	<p align="center">2.5</p>	<p align="center">2.5</p>	<p align="center">5</p>	<p align="center">Ron Gonzalez</p>

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<p align="center">Department of Nursing (ADN)</p>	<p align="center">Course Coordinator - NURS 115</p>	<p>Instruct faculty on delivery of course content; facilitate the work of peers (lab and clinical) related to the course content; Collaborate with the other course faculty to prepare the End-of-Academic Year Course Assessment to summarize the evaluation of the course and identify accomplishments and recommendations for changes and reporting of any program gaps; Distribute site evaluation forms to all clinical instructors; Organize team meetings with faculty of the course 3x per semester, maintain meeting minutes and report our during Dept meetings; Develop and update the course lecture syllabus and assignments; Create the Canvas sites for all class sections; Create the Faculty Canvas site for sections; Create the PrepU/ATI and Lippincott assignments for all course sections; Test question analysis ensuring testing best practices are followed related to standardized testing in Nursing; Assign clinical instructors to clinical sites; Create clinical assignments/competencies that are appropriate for the course; Develop high and low fidelity simulation materials</p>	<p align="center">5</p>	<p align="center">2</p>	<p align="center">2</p>	<p align="center">4</p>	<p align="center">Amy Gear</p>

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<p align="center">Department of Nursing (ADN)</p>	<p align="center">Course Coordinator - NURS 125</p>	<p>Carries primary accountability for facilitating implementation of the course on a day-to-day basis for 80-110 students. Reviews course materials and ensures that essential deadlines are met prior to and during the semester. Responsible for syllabi development and editing each semester as well updates for the course. Works with the Program Director and faculty to assure a coordinated student schedule and efficient utilization of resources (classrooms, lab, clinical sites, etc.) Works with the team members to coordinate specific teaching responsibilities and other activities within the course in an equitable manner based on the expertise and interest of individual faculty. Responsible for submitting mid-term and final grades for each student. Responsible for stimulating ongoing course development and revisions.</p> <p>Collaborates with the Program Director and the coordinators from other courses in the semester to ensure continuity, sequencing, and integration of the curriculum.</p> <p>Occupies primary role in developing NURS 125 course activities, i.e. ATI.</p>	3	1	1	2	Roselyn Tomasulo

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<p align="center">Department of Nursing (ADN)</p>	<p align="center">Clinical Nursing Prep - NURS 208</p>	<p>Plays a primary role in developing NURS 208 course schedules to serve 80 to 110 students per semester. Orientates and mentors new course faculty as they transition into academia. Conduct formal orientation sessions for 80 to 110 students per semester regarding course expectations, standardized testing requirements, and transition into practice. The course responsible for end of program and testing for licensure NCLEX Prep</p>	<p align="center">3.5</p>	<p align="center">1.5</p>	<p align="center">1.5</p>	<p align="center">3</p>	<p align="center">JoAnn Pelaez-Fisher</p>

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Department of Nursing (ADN)	Course Coordinator - NURS 211	Instruct faculty on delivery of course content; facilitate the work of peers (lab and clinical) related to the course content; Collaborate with the other course faculty to prepare the End-of-Academic Year Course Assessment to summarize the evaluation of the course and identify accomplishments and recommendations for changes and reporting of any program gaps; Distribute site evaluation forms to all clinical instructors; Organize team meetings with faculty of the course 3x per semester, maintain meeting minutes and report our during Dept meetings; Develop and update the course lecture syllabus and assignments; Create the Canvas sites for all class sections; Create the Faculty Canvas site for sections; Create the PrepU/ATI and Lippincott assignments for all course sections; Test question analysis ensuring testing best practices are followed related to standardized testing in Nursing; Assign clinical instructors to clinical sites; Create clinical assignments/competencies that are appropriate for the course; Develop high and low fidelity simulation materials	5	1	1	2	Tanya Avery
Department of Nursing (ADN)	Course Coordinator - NURS 243		3	0.5	0.5	1	Amy Chaffin

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Department of Nursing (ADN)	Course Coordinator - NURS 247		3	0.5	0.5	1	Ramona Panter
Department of Nursing (ADN)	Course Coordinator - NURS 248		3	1	1	2	Karen Kikta
Department of Nursing (ADN)	Course Coordinator - NURS 296		3	1	1	2	Susan Allen
Nursing Assistant (CNA)	CNA Testing Coordinator	State CNA test-site coordination- Liaison between CSN and Headmaster staff/test observer; Organizing weekly/monthly test events and managing schedule; Orienting test observers; Trouble-shooting IT/security/equipment problems for multiple test observers on-call during the evenings, weekends, and during intercession; Managing test equipment and supplies	6	2.5	2.5	5	Jama DeYoe

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<p align="center">Engelstad School of Health Sciences</p>	<p align="center">ESHS's Assessment Coordinator</p>	<p>Assists with the supervision and administration of the school-wide assessment requirements and activities. Coordinates the preparation of Assessment reports and plans at program and the school level. Assists with planning and conducting the monthly School Assessment meetings. Serves as resource to the school's administrative staff regarding assessment plan implementation. Coordinates ordering, distribution, inventory, collection, and scoring of assessment plans and reports. Recommends revisions as necessary. Acts as liaison between school's assessment needs and requirements with, the school administrators, and the institutional administration on matters related to assessments. Provides leadership in the development, implementation, and revision of assessment guidance documents. Prepares necessary statistics and reports related to accreditation mandated assessments. Remains current with research in educational assessment in healthcare education programs and applicable policies/procedures. Attends professional development opportunities related to programmatic assessment of SLO as they related to CLOs and PLOs. Assist in the update and maintenance of the program's assessment materials in Taskstream. Stays abreast of the most current research in assessment and recommend changes as necessary. Ensures the maintenance of complete and accurate historical files on data and results.</p>	<p align="center">3.5</p>	<p align="center">1.5</p>	<p align="center">1.5</p>	<p align="center">3</p>	<p align="center">Tracy Lopez</p>

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Engelstad School of Health Sciences	ESHS Chair (Curriculum Committee (SCAC))	Review and make recommendations to the FS, on all curricular matters in the ESHS, including approval of new programs and courses, course revisions, reactivations, or deactivations, pre-requisites and co-requisites, placement of courses within disciplines, and additional review as to appropriateness of Distance Education courses. Review and evaluate courses and programs periodically and make recommendations. Review and recommend changes in general education requirements and graduation requirements as appropriate. Represent the ESHS on the FS Curriculum Committee. To educate the ESHS's Dean, faculty, and staff regarding ongoing curriculum issues, and curriculum training. Facilitate/assist/review the ESHS's Curriculum Committee's engagement in the development and writing of curriculum documents.	3.5	1.5	1.5	3	Heidi Schneiter
TOTAL						61	

Department Chair Signature: _____ Date: _____
 Dean Signature: _____ Date: _____
 VPAA Signature: SIGNED// JAMES R MCCOY Date: 08/23/2023