

**CSN CBA - Article 13 - Re-Assigned Time Requests - School of Science,  
Engineering & Math – 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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Biology	Nonmajors BIOL Coordinator	Manages Student Learning Outcomes and the associated course curricula for BIOL 101, BIOL 113, BIOL 116, 121, etc. In consultation with the Chair, responsible for: 1) building the initial schedule each semester; 2) ensuring that all scheduled lecture sections are staffed by full-time or part-time faculty; 3) manages relevant part-time faculty	4.6	2	2	4
Biology	Life Science Coordinator	Manages Student Learning Outcomes and the associated course curricula for BIOL 189. In consultation with the Chair, responsible for: 1) building the initial schedule each semester; 2) ensuring that all scheduled lecture sections are staffed by full-time or part-time faculty; 3) manages relevant part-time faculty	4.6	2	2	4
Biology	Majors BIOL Coordinator	Manages Student Learning Outcomes and the associated course curricula for BIOL 190 and BIOL 191. In consultation with the Chair, responsible for: 1) building the initial schedule each semester; 2) ensuring that all scheduled lecture sections are staffed by full-time or part-time faculty; 3) manages relevant part-time faculty	4.6	2	2	4
Biology	A&P Coordinator	Manages Student Learning Outcomes and the associated course curricula for BIOL 223 and BIOL 224. In consultation with the Chair, responsible for: 1) building the initial schedule each semester; 2) ensuring that all scheduled lecture sections are staffed by full-time or part-time faculty; 3) manages relevant part-time faculty	4.6	2	2	4

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Biology	Micro Coordinator	Manages Student Learning Outcomes and the associated course curricula for BIOL 251 and BIOL 251H. In consultation with the Chair, responsible for: 1) building the initial schedule each semester; 2) ensuring that all scheduled lecture sections are staffed by full-time or part-time faculty; 3) manages relevant part-time faculty	4.6	2	2	4
Biology	EC Coordinator	Provides necessary support to the Department Chair and to active and prospective students in the EC program by: 1) managing the EC BAS degree and its courses; 2) maintaining connections with industry and State and Federal Agencies that manage natural resources; 3) ensuring that students have access to internships and temporary jobs that will help secure permanent employment; 4) participating in grant development and writing	6.9	3	3	6
Biology	BIOL 95/Tutor Coordinator	Manages Student Learning Outcomes and the associated course curricula for BIOL 095. In consultation with the Chair, responsible for: 1) building the initial schedule each semester; 2) ensuring that all scheduled lecture sections are staffed by full-time or part-time faculty; 3) manages relevant part-time faculty; 4) reviews prospective tutors for CAS.	4.6	2	2	4

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Mathematics	Math 120E Co-Requisite Coordinator	Host monthly meetings to update course Math E courses. Keep homework management update with corrections or changes content. Host training for full time faculty and adjunct instructors Update Canvas Shell for the course – update every semester for faculty Prepared schedule, syllabus, lecture material, and assessment Created worksheets for lessons and algebra review Developing a community of practice to promote standardization, initiate and manage a body of knowledge, and to innovate new ideas, knowledge, and practices. Update common final for the departmental each semester. Review assessment data to help improve the delivery of content in each course.	2.3	1	1	2
Mathematics	Math 124E Co-Requisite Coordinator	Host monthly meetings to update course Math E courses. Keep homework management update with corrections or changes content. Host training for full time faculty and adjunct instructors Update Canvas Shell for the course – update every semester for faculty Prepared schedule, syllabus, lecture material, and assessment Created worksheets for lessons and algebra review Developing a community of practice to promote standardization, initiate and manage a body of knowledge, and to innovate new ideas, knowledge, and practices. Update common final for the departmental each semester. Review assessment data to help improve the delivery of content in each course.	2.3	1	1	2

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Mathematics	Math 126E Co-Requisite Coordinator	Host monthly meetings to update course Math E courses. Keep homework management update with corrections or changes content. Host training for full time faculty and adjunct instructors Update Canvas Shell for the course – update every semester for faculty Prepared schedule, syllabus, lecture material, and assessment Created worksheets for lessons and algebra review Developing a community of practice to promote standardization, initiate and manage a body of knowledge, and to innovate new ideas, knowledge, and practices. Update common final for the departmental each semester. Review assessment data to help improve the delivery of content in each course.	2.3	1	1	2
Physical Sciences	ELS Coordinator	A Degree Advisor is a full-time faculty member who, in addition to their regular faculty assignment, provides necessary support to the Department Chair and Academic Dean by performing essential functions (described below) for a specific Degree in which he/she will provide oversight, management, and maintain industry connections. See attached	6.9	3	3	6
Physical Sciences	EM Coordinator	A Degree Advisor is a full-time faculty member who, in addition to their regular faculty assignment, provides necessary support to the Department Chair and Academic Dean by performing essential functions (described below) for a specific Degree in which he/she will provide oversight, management, and maintain industry connections. See attached	6.9	3	3	6

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Physical Sciences	AST Coordinator	<p>1. Propose each semester's discipline schedule. Check for things like: a. Appropriate distribution of classes Day/Night MW vs. TR Campuses b. Conflicts with other courses needed by students served in that cluster c. Conflicts with labs in other courses if sharing a lab classroom make sure prep staff have turnover time if required d. Note any special requirements for scheduling, for example, lecturer also teaching a lab immediately after, so keep lectures in the same building as the lab. e. Appropriate number of sections at each campus. f. Good mix of classes necessary to serve students. 2. Ensure all course assessments are performed as directed by CSN procedures. 3. Supervise adjunct classroom evaluations. Read the classroom and student evaluations of adjunct faculty in your cluster. Notify coordinators and the chair if areas of concerns are noted. 4. Recommend adjuncts to the person doing the staffing. 5. Make recommendations regarding the future course and lab offerings for that cluster. Do we need more diversity, more sections, less diversity, modality adjustments, inactivate courses that aren't working, change the focus of courses, etc.? 6. Make sure book orders are correctly completed, turned in, on time, and include an estimate of desk copies needed.</p>	2.3	1	1	2

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Physical Sciences	CHEM Coordinator	<p>1. Propose each semester's discipline schedule. Check for things like: a. Appropriate distribution of classes Day/Night MW vs. TR Campuses b. Conflicts with other courses needed by students served in that cluster c. Conflicts with labs in other courses if sharing a lab classroom make sure prep staff have turnover time if required d. Note any special requirements for scheduling, for example, lecturer also teaching a lab immediately after, so keep lectures in the same building as the lab. e. Appropriate number of sections at each campus. f. Good mix of classes necessary to serve students. 2. Ensure all course assessments are performed as directed by CSN procedures. 3. Supervise adjunct classroom evaluations. Read the classroom and student evaluations of adjunct faculty in your cluster. Notify coordinators and the chair if areas of concerns are noted. 4. Recommend adjuncts to the person doing the staffing. 5. Make recommendations regarding the future course and lab offerings for that cluster. Do we need more diversity, more sections, less diversity, modality adjustments, inactivate courses that aren't working, change the focus of courses, etc.? 6. Make sure book orders are correctly completed, turned in, on time, and include an estimate of desk copies needed.</p>	4.6	2	2	4



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Physical Sciences	ENV/NRES Course Coordinator	<p>1. Propose each semester's discipline schedule. Check for things like: a. Appropriate distribution of classes Day/Night MW vs. TR Campuses b. Conflicts with other courses needed by students served in that cluster c. Conflicts with labs in other courses if sharing a lab classroom make sure prep staff have turnover time if required d. Note any special requirements for scheduling, for example, lecturer also teaching a lab immediately after, so keep lectures in the same building as the lab. e. Appropriate number of sections at each campus. f. Good mix of classes necessary to serve students. 2. Ensure all course assessments are performed as directed by CSN procedures. 3. Supervise adjunct classroom evaluations. Read the classroom and student evaluations of adjunct faculty in your cluster. Notify coordinators and the chair if areas of concerns are noted. 4. Recommend adjuncts to the person doing the staffing. 5. Make recommendations regarding the future course and lab offerings for that cluster. Do we need more diversity, more sections, less diversity, modality adjustments, inactivate courses that aren't working, change the focus of courses, etc.? 6. Make sure book orders are correctly completed, turned in, on time, and include an estimate of desk copies needed.</p>	2.3	1	1	2

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Physical Sciences	GEOG Coordinator	<p>1. Propose each semester's discipline schedule. Check for things like: a. Appropriate distribution of classes Day/Night MW vs. TR Campuses b. Conflicts with other courses needed by students served in that cluster c. Conflicts with labs in other courses if sharing a lab classroom make sure prep staff have turnover time if required d. Note any special requirements for scheduling, for example, lecturer also teaching a lab immediately after, so keep lectures in the same building as the lab. e. Appropriate number of sections at each campus. f. Good mix of classes necessary to serve students. 2. Ensure all course assessments are performed as directed by CSN procedures. 3. Supervise adjunct classroom evaluations. Read the classroom and student evaluations of adjunct faculty in your cluster. Notify coordinators and the chair if areas of concerns are noted. 4. Recommend adjuncts to the person doing the staffing. 5. Make recommendations regarding the future course and lab offerings for that cluster. Do we need more diversity, more sections, less diversity, modality adjustments, inactivate courses that aren't working, change the focus of courses, etc.? 6. Make sure book orders are correctly completed, turned in, on time, and include an estimate of desk copies needed.</p>	2.3	1	1	2

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Physical Sciences	GEOL Coordinator	<p>1. Propose each semester's discipline schedule. Check for things like: a. Appropriate distribution of classes Day/Night MW vs. TR Campuses b. Conflicts with other courses needed by students served in that cluster c. Conflicts with labs in other courses if sharing a lab classroom make sure prep staff have turnover time if required d. Note any special requirements for scheduling, for example, lecturer also teaching a lab immediately after, so keep lectures in the same building as the lab. e. Appropriate number of sections at each campus. f. Good mix of classes necessary to serve students. 2. Ensure all course assessments are performed as directed by CSN procedures. 3. Supervise adjunct classroom evaluations. Read the classroom and student evaluations of adjunct faculty in your cluster. Notify coordinators and the chair if areas of concerns are noted. 4. Recommend adjuncts to the person doing the staffing. 5. Make recommendations regarding the future course and lab offerings for that cluster. Do we need more diversity, more sections, less diversity, modality adjustments, inactivate courses that aren't working, change the focus of courses, etc.? 6. Make sure book orders are correctly completed, turned in, on time, and include an estimate of desk copies needed.</p>	2.3	1	1	2

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Physical Sciences	PHYS Coordinator	<p>1. Propose each semester's discipline schedule. Check for things like: a. Appropriate distribution of classes Day/Night MW vs. TR Campuses b. Conflicts with other courses needed by students served in that cluster c. Conflicts with labs in other courses if sharing a lab classroom make sure prep staff have turnover time if required d. Note any special requirements for scheduling, for example, lecturer also teaching a lab immediately after, so keep lectures in the same building as the lab. e. Appropriate number of sections at each campus. f. Good mix of classes necessary to serve students. 2. Ensure all course assessments are performed as directed by CSN procedures. 3. Supervise adjunct classroom evaluations. Read the classroom and student evaluations of adjunct faculty in your cluster. Notify coordinators and the chair if areas of concerns are noted. 4. Recommend adjuncts to the person doing the staffing. 5. Make recommendations regarding the future course and lab offerings for that cluster. Do we need more diversity, more sections, less diversity, modality adjustments, inactivate courses that aren't working, change the focus of courses, etc.? 6. Make sure book orders are correctly completed, turned in, on time, and include an estimate of desk copies needed.</p>	2.3	1	1	2

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Physical Sciences	ENG Coordinator	<p>1. Propose each semester's discipline schedule. Check for things like: a. Appropriate distribution of classes Day/Night MW vs. TR Campuses b. Conflicts with other courses needed by students served in that cluster c. Conflicts with labs in other courses if sharing a lab classroom make sure prep staff have turnover time if required d. Note any special requirements for scheduling, for example, lecturer also teaching a lab immediately after, so keep lectures in the same building as the lab. e. Appropriate number of sections at each campus. f. Good mix of classes necessary to serve students. 2. Ensure all course assessments are performed as directed by CSN procedures. 3. Supervise adjunct classroom evaluations. Read the classroom and student evaluations of adjunct faculty in your cluster. Notify coordinators and the chair if areas of concerns are noted. 4. Recommend adjuncts to the person doing the staffing. 5. Make recommendations regarding the future course and lab offerings for that cluster. Do we need more diversity, more sections, less diversity, modality adjustments, inactivate courses that aren't working, change the focus of courses, etc.? 6. Make sure book orders are correctly completed, turned in, on time, and include an estimate of desk copies needed.</p>	2.3	1	1	2
<b>TOTAL</b>						<b>64</b>

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**Department Chair Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Dean Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**VPAA Signature:** SIGNED// JAMES R MCCOY

**Date:** 08/23/2023