

## CNAS Policies and Procedures for Faculty Reassigned Time (8/1/2007)

Teaching load equivalents (TLE) = contact hours

### Standard Teaching Load

- Instructors: 11-15 TLE per semester (24/year) along with committee/service duties or 14-18 TLE per semester with no research or committee assignments. (Typically instructors have no research commitments but they may as stated in the faculty handbook.)
- Ranked Faculty: 9 TLE per semester (18/year) for research active faculty with committee/service duties. 12-15 TLE per semester (24-30/year) for research inactive faculty with committee/service duties.
- With so many courses that have variable credits it is often difficult to assign 9 or 12 TLE in one semester so faculty and heads may negotiate on an annual assignment of 18/year or 24/year with one semester lighter than the other.

### Eligible Activities

- Research/scholarly activity
- Administrative/outreach responsibilities as approved by the department head and dean.
- Extraordinary service responsibilities as approved by the department head and dean.

### Application Process

- Faculty request reassigned time during annual workload negotiations with department heads.
- Heads notify faculty in writing regarding workload negotiation, including reassigned time.
- If unexpected circumstances arise, request for reassigned time may be considered at times other than during the annual workload negotiation.

### Criteria for Granting and/or Renewing Reassigned Time

- Progress/performance is assessed during the annual workload negotiations (typically in January).
- Criteria for progress/performance is governed by departments' promotion, tenure and reappointment policies, department compensation plan policies, and evaluations by departmental committees and/or department heads.

### Overload Assignments

- Under typical circumstances faculty receiving reassigned time are not eligible for overload compensation. An "overload" assumes the faculty member already has a full teaching load. Overload assignments are assumed to be voluntary. When paid by the college the typical overload compensation will be \$2700 per three credit hour course (or the equivalent). Compensation greater or less than this amount may be negotiated in special individual circumstances, subject to approval by the dean.

**ALL INDIVIDUAL DEPARTMENTS NOT INCLUDING A SEPARATE POLICY ARE FOLLOWING THE COLLEGE POLICY DIRECTLY.**