

## **Reassignments**

**Responsible Units:** Academics, Vice President's Office

**Date Approved:** December 2005

**Date Revised:** July 2017

As with overload requests, requests for reassigned time will be considered only for those meeting all areas of the PPE adequately and in a timely manner. Because the College values excellence in teaching, the beginning years of a new faculty member's employment should be spent enhancing the learning experience of their students. In this program, full-time faculty with three years of continuous service, who have satisfactorily met the requirements of their PPE in each category, are eligible to apply for a one- or two-course reassignment to complete a proposed project/service to the College. Taking graduate or continuing education re-certification classes, updating curricula, or revising classroom materials or modes of delivery would not be considered.

All applicants for re-assignment opportunity are expected to meet the report/ project deadlines. Internal or external overloads should be given careful consideration during the semesters in which faculty are re-assigned.

During the semester of their reassignment, recipients will be expected to fulfill all PPE responsibilities, including committee work and advising responsibilities during both late and priority registration periods; and to maintain at least five on-campus office hours per week.

End of February: Requests for reassignment due to division AD.

Second Week of March: Members of ALT review all requested and anticipated reassignments for the upcoming academic year.

If a valuable project or service opportunity arises after the end of February deadline, it will be considered only on an emergency basis.