

Reassignments

Responsible Units: Academics, Vice President's Office

Date Approved: December 2005

Date Revised: January 2007

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. Recipients would *not* be eligible for "exceptional" rating or merit bonus for the project/ service undertaken during the academic year of the reassignment.

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.