

Reassigned Time Criteria

Department Chairs—Reassigned Time Criteria

- Department Size:
 - Number of full-time faculty
 - Number of part-time faculty
 - Recruitment
 - Approval of syllabi
 - Supervision
 - Evaluation/mentoring
 - Number of students
 - Number of programs/program directors
 - Course scheduling
 - Curriculum review
- Role in accreditation (program, department, or unit level)
- Clinics, internships, or other external placements
- Cross and inter-disciplinary interactions
- External relationships
- Competency monitoring and remediation
- Engagement with physical plant/Facilities
- Engagement with Admissions
 - Interviews/auditions
 - Recruiting
 - Developing promotional materials

Program Directors—Reassigned Time Criteria

- Number of programs overseen
- Number of part-time faculty
 - Recruitment
 - Approval of syllabi
 - Supervision
 - Evaluation/mentoring
 - Collaboration
- Number of students
- Course scheduling
- Advising load
- Expectations for program review/curricular development
- Role in accreditation (program, department, or unit level)
- Cross-program and cross-disciplinary interactions
- Responsibility for new initiatives
- External relationships
- Engagement with recruitment
- Clinics, internships, and other external placements
- Engagement with physical plant/Facilities

Categories of Reassigned Time

0 courses per year	4-4
1 courses per year	4-3
2 courses per year	3-3
3 courses per year	3-2
4 courses per year	2-2

Department Chairs

0-1 course per year

Smaller departments with fewer faculty and students, low part-time need, few if any separate programs, few external placements or relationships and limited engagement with Admissions, or some engagement in one area and low engagement in others.

2 courses per year

Small to mid-range departments with some part-time need, a limited number of separate programs, some external placements and engagement with Admissions, or with high engagement in one or two areas defined above and limited engagement in others.

3-4 courses per year

Mid-range to large departments with high part-time need, many faculty and students, several separate programs, many external placements and relationships, heavy and consistent accreditation requirements, or high engagement in three or more areas outlined above and mid-level engagement in others.

Additional levels of reassigned time may be awarded on a case by case basis and in the event of high engagement at all levels and/or additional responsibilities such as consistent work with community and community partners.

Program Directors

0-1 course per year

Smaller department with few part-time faculty and few students, few if any separate programs, few external placements or relationships, limited responsibility with new initiatives, or some engagement in one area and low engagement in others.

2 courses per year

Small to mid-range departments with some part-time faculty, a limited number of separate programs, some external placements and engagement with Admissions, and some accreditation requirements, or with high engagement in one or two areas defined above and limited engagement in others.

3-4 courses per year

Mid-range to large departments with high part-time need, several separate programs, many external placements and relationships, heavy and consistent accreditation requirements, or high engagement in three or more areas outlined above and mid-level engagement in others.

Reassigned Time for Non-Departmental Administrative Roles

Criteria:

- Number of events planned and implemented
- Engagement with the curriculum and academic requirements
- Engagement with students
- Time Commitment—ongoing and consistent or more episodic
- Range of stakeholders and partners
- Responsibility for assessment
- Responsibility for engaging and maintaining external relationships
- Engagement with external community
- Degree of facilities oversight
- Extent of supervision of others
- Breadth of faculty expertise engaged

Categories:

0-2 course per year

Few or limited events planned, some engagement with curriculum and students, but limited, few stakeholders and limited engagement with external community, few additional responsibilities.

2 courses per year

Consistent activity and/or high number of events, strong connection to curriculum and academic requirements and consistent engagement with students, some variety in stakeholders and connection to external community.

3-4 courses per year

High level of engagement across all areas.

Salary Extension

High engagement across all areas with significant summer work.