

# CHHSN

## Procedures for Request Reassigned Time & [InfoReady](#) Submission

(last updated 4/22/2024)

Reassigned time is granted to faculty for tasks/assignments beyond their core professional duties, as per Article 20 CBA. The college recognizes the importance of the faculty's engagement in such assignments and accordingly adjusts the **faculty member's instructional workload** (full-time instructional workloads: 12 WTUs for TT, 15 WTUs for NTTF each semester, and 6 WTUs for summer session for 12-month contracted faculty). To request for reassigned time and submit it in InfoReady, please follow the procedures below and submit the necessary request form and accompanying documents.

### CHHSN College-Supported Reassigned Time

#### Deadlines for CHHSN College-Supported Reassigned Time requests:

- **May 1st** for the Fall semester or Academic Year request, including Summer.
- **December 1st** for the Spring semester and/or Summer.

**Types of Reassigned Time:** The following Administrative Reassigned Time Requests for college-funded reassigned time should be entered by the department/faculty following the procedures below.

- Department Chairs
- Field Coordinators
- Program Coordinators
- Other approved administrative positions (e.g., CCPE)
- C-RSCA grant

#### Procedures:

1. **Consultation with the Dean:** Discuss the faculty's reassigned time needs during your regular 1:1 meeting with the Dean before respective deadlines.
2. **Submission of Internal Application:** Respective Department Chairs or Directors should submit a [CHHSN internal application form](#). This form must detail the duties, responsibilities, deliverables, expected outcomes, and total WTUs associated with the faculty's reassigned time.
3. **Form Approval:** Chairs or Directors are required to submit the completed form to Shalonda Mosby at [smosby@csudh.edu](mailto:smosby@csudh.edu) for the Dean's or designee's Adobe signature. This should be done no later than the appropriate deadlines, either May 1 or December 1. Shalonda will return the approved forms to the Chairs or Directors, who will then follow their departmental procedures for InfoReady submission.
4. **InfoReady Submission:** The faculty/staff/designee member should attach the signed form to their submission on [InfoReady](#) as soon as they receive the college's approved internal forms. For more information: <https://www.csudh.edu/academic-affairs/faculty-reassigned-time/>

#### Important Notes:

1. **Part-time Faculty reassigned time** must be entered before Part-time contracts are sent to HR (contract the ARM for more details).
2. **All InfoReady submissions** must be completed no later than the first week of each semester.
3. **CCPE teaching (teaching assignment in self-support programs):** The teaching assignments of the faculty for CCPE programs during regular semesters, also known as "*onload teaching*," are not reassigned time. The Department must report any onload teaching assignments to the ARM.

## Academic Affairs Funded Reassigned Time

1. **InfoReady Submission:** The sponsoring Office submits InfoReady; they include the Office of Undergraduate Studies, Office of Graduate Studies & Research, and Academic Advising & Career Development.
2. **Types of Reassigned Time:** Academic Affairs Funded Temporary Reassigned include the following:
  - Committee or Taskforce Assignments
  - Academic Senate Committee or Assignments
  - Exceptional Levels of Service
  - Faculty Fellowship
  - University RSCA Grant
  - Sabbatical Awards
  - Other Special Projects
3. **Approval Process:** The InfoReady Form will be routed to be reviewed and approved by the department chair/directors, Dean, and the Provost.

## Externally Supported Reassigned Time via Grants or Other Funding

1. If a faculty member is awarded a grant or external funding, they should notify their Department Chair/Director AND College (ARM) immediately. Provide documentation for release time units to be reimbursed and account information for the grant.
2. **InfoReady Submission:** Each faculty must submit via InfoReady with supporting documentation for their course releases at their earliest possible date.