Reassigned Time & InfoReady Submission Flow Chart

Dept Chair to Consult with Dean

(Fall: April)

(Spring: October-November) • Discuss the faculty's reassigned time needs during your regular 1:1 meeting with the Dean before respective

Submission of Internal application Form (Fall: April-May)

> Spring: December)

- •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.
- •Chairs or Directors are required to submit the completed form to Shalonda Mosby at 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.

InfoReady Submission/ Entry

(Fall: June/July)

(Spring: December)

- •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/
- Part-time Faculty reassigned time must be entered before Part-time contracts are sent to HR (contract the ARM for more details).
- •All InfoReady submissions must be completed no later than the first week of each semester.

InfoReady Routing Approvals

(Fall: July)

(Spring: December)

Central AA staff assign reviewers in the workflow order below. Once a reviewer provides a response, the system automatically assigns the next reviewer until all reviews are submitted.

Routing Step 1: Funding Approval

Routing Step 2: Faculty Acknowledgement

Routing Step 3: Department Chair Approval

Routing Step 4: Dean Approval

Routing Step 5: Academic Resource Manager Approval

InfoReady posts to Peoplesoft Workload (Fall: August)

(Spring: January)

- $\bullet \ \text{Awarded and approved reassign time will post onto the Faculty Term Workload}\\$
- Part-time Faculty reassigned time must be entered before Part-time contracts are sent to HR (1st week of August).
- All InfoReady submissions must be completed no later than the first week of each semester.