

Proposal for Course Reassignment Full-time Faculty Annual Schedule

Reassignment time is a collaborative agreement between a Dean, Faculty Member, and the appropriate Academic and Student Affairs VP or AVP that is made in response to a work need on campus. Course reassignments of 1 to 4 credits may be approved for Division or College work that is not part of normal instructional load and not part of normal (15% total) non-instructional load. *Each credit of reassignment should be for approximately 25 hours of work.*

Date: _____ Print Name of Faculty Member: _____

This proposal is for a _____-credit course reassignment during term/year: _____

Start date: _____ End date: _____

The proposed reassignment is: Division Work College-wide Work Bargaining Work Grant Work
 Academic Program Review Other Work, explain: _____

This reassignment is a FASA

The course or assignment I would like to replace is: _____

The approximate cost to backfill this course is: _____

Backfill for reassignment is paid out of department/division budgets. IF department needs additional budget to support reassignment, department should submit a [should submit the Budget Office Part-Time Budget Adjustment Form](#).

General Description of Work. *Please include a discussion of benefit to the college and the total number of hours associated with each component of the work.*

Dates or deadlines associated with the reassignment work.

Outcomes of the reassignment work such as reports or other artifacts.

Approvals

Faculty Signature: _____ Date: _____

Dean's Approval: _____ Date: _____

ASA VP/AVP Approval: _____ Date: _____

Send completed form to appropriate ASA VP or AVP. The back of this form is to be filled out at the conclusion of reassignment period

Completion of Reassignment Work: *to be filled out by Dean.*

Date of Completion: _____

Work completed: Beyond Expectations, Satisfactorily, Less than Satisfactorily

Explanation:

Dean's Approval: _____

Date: _____

ASA VP/AVP Approval: _____

Date: _____
