

## 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  
For Academic Program Review Faculty Coordinator Other Work

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 [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.

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### Approvals

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

AVP Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Provost Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Date of Completion: \_\_\_\_\_

Work completed:  Beyond Expectations,  Satisfactorily,  Less than Satisfactorily  
Explanation:

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Dean's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

AVP Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Provost Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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