

GUIDELINES FOR REASSIGNED TIME PLAN Untenured Faculty

The contractual agreement provides reassigned time not to exceed 24 contact hours during the first five years of service (*i.e.*, the first appointment and the four successive annual reappointments) for untenured Assistant Professors, untenured Associate Professors, and untenured Professors, including untenured members of the professoriate who are assigned as Librarians*, Counselors** or to other student personnel assignments, who received an initial appointment to those titles on or after September 1, 2006. The reassigned time is for scholarly and/or creative activities related to the faculty member's academic discipline.

The primary purpose of the reassigned time provided under the agreement is to facilitate the scholarly research, writing, and/or creative works that are required for the achievement of tenure at The City University of New York. Department Chairpersons are expected to provide guidance to untenured faculty members in their departments regarding progress toward meeting the scholarly requirements for tenure and discussion of the use of this reassigned time should be part of that ongoing dialogue throughout the year and in the annual evaluation conference.

Eligible untenured assistant professors, untenured associate professors and untenured professors must be granted the reassigned time provided under the agreement. Furthermore, the untenured faculty member may not waive his/her rights to this reassigned time. The college may schedule all of the reassigned time in one semester or in one academic year or may allocate the hours in some other fashion. In making the decision as to how to allocate the hours, the Department Chairperson should give full consideration to the wishes of the individual faculty member, the nature of the work that the individual proposes to perform during the reassigned time, and the instructional needs of the department. Of course, the President bears ultimate responsibility for ensuring that this reassigned time is administered appropriately.

In consultation with their Department Chairpersons, eligible faculty should complete the Reassigned Time Plan Form, providing a schedule of how the time would be distributed either partially, annually, or over the entire five year period. A description of the proposed scholarly and/or creative work should also be provided on the Reassigned Time Plan form. The Reassigned Time Plan must be approved by the Divisional Dean. At the end of each semester in which the reassigned time is taken, the faculty member must submit a written progress report, and, in consultation with the Chair, update the Reassigned Time Plan. Both the Reassigned Time Plan Form(s) and the report(s) will be included in the faculty member's personal file.

The college must maintain accurate records of the semesters in which the reassigned time was granted and the amount of reassigned time granted in each semester.

**Twenty-four contact hours equates to 1050 clock hours for Librarians.*

***Twenty-four contact hours equates to 900 clock hours for Counselors.*

REASSIGNED TIME PLAN (FORM)

Name of Faculty Member: _____
Title: _____
Department: _____
Date of Initial Appointment to Title: _____

Please provide your Research Plan for Reassigned Time:

Proposed distribution of Reassigned Time (on a partial, annual, or full five year basis):

	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Fall 2013	Spring 2014
Indicate Number of Hours per Semester										

Number of Hours Taken: _____
Number of Hours Available: _____

_____ **Signature of Faculty Member** _____ **Date**

_____ **Signature of Departmental Chair** _____ **Date**

_____ **Signature of Divisional Dean** _____ **Date**