Lehman College

Guidelines for Faculty Workload and Reassigned Time
Workload

Faculty workload is guided by the PSC-CUNY Contract. As specified, the annual teaching contact hour workload (includes reassigned time given to an individual) is as follows:

Professors of all ranks in senior colleges	21 hours
Substitute Professors of all ranks	24 hours
Instructors and Lecturers	27 hours
Substitute Instructors and Lecturers	30 hours

Three-year rule: Due to difficulties in scheduling, the contact hour workload can be managed over a three-year period. For example, a professorial faculty may teach more in one semester or teach less in another semester; however, over a 3-year period, the said faculty, for example Professors of all ranks in senior colleges, must have a total 63 contact hours (21 hours x three academic years).

Adjunct Lecturers or Adjuncts in other titles: (excluding Graduate Assistants) Teaching load "shall not be assigned a total of more than nine (9) classroom contact hours during a semester in one unit of The City University of New York. In addition, such adjunct may be employed to teach a maximum of one course of not more than six (6) hours during a semester at another unit of The City University of New York."
(Source: Article 15 of the PSC-CUNY Agreement)

Reassigned Time

Reassigned time is granted for research, administrative duties, or special projects. All reassigned time must be approved by both the department chair and the school dean following the guidelines outlined here:

I. Research

Faculty reassigned time to engage in research and scholarship is specified below:

1. **Tenure-track Full time faculty** "appointed on or after September 1, 2006, are entitled to 24 hours of reassigned time for research at full pay."

   This reassigned time must be used during their first five (5) annual appointments for "scholarly and/or creative activities related to their academic disciplines." A *Pre-Tenure Reassigned Time Plan* form has been provided in Appendix A.

2. **Sponsored research funded reassigned time** may be obtained provided it is included and budgeted for in the approved grant proposal. At the time of the submission of the grant application, the approvals of the department chair and the school dean must be obtained in order to ensure that the reassigned time is consistent with the goals of the department and College. Once awarded, the faculty member who is the principal investigator (PI) on the grant will need to seek the approval of the department chair and the dean (see Appendix B) on how and when the reassigned time should be taken (i.e., in concert with the needs of the department or the purpose of the grant).

3. Faculty with **funded grants that do not permit reassigned time to be budgeted** may request time to carry out grant-related activities. The faculty member who is the principal investigator (PI) on the grant will need to seek the approval of the department chair and the dean in order to negotiate the number of hours as well as the semester or semesters during which the reassigned time is to be taken (see Appendix B).

II. Administrative Duties

Certain administrative duties requiring training and on-going time commitments may provide for reassigned time. In granting reassigned time to full time faculty, department chairs and deans will use the following guidelines:

1. **Department Chair**

   - Departments with 10 or fewer FTE faculty – 9 hours/academic year
   - Departments with 11 to 20 FTE faculty – 12 hours/academic year
   - Departments with 21 or more FTE faculty- 15 hours/academic year

The FTE faculty for adjuncts is calculated as follows: the total number of adjunct teaching hours divided equivalent full-time adjunct workload.

The chair will not receive more than 15 hours of reassigned time per academic year for any combination of purposes except with the approval of the school dean (see Appendix C).

2. **Deputy Chair**

   The appointment of the individual who has been selected as the deputy chair should be reviewed annually (see Appendix B)**.**

   - For departments with up to 499 FTE students - the department chair may elect to share up to 6 hours of his/her own reassigned hours with a selected tenured faculty member per academic year.
   - For departments with 500 or more FTE students, up to six (6) additional hours per academic year may be awarded to a deputy chair by the school dean.

3. **Program Directors/Coordinators**

   With the approval of the school dean, department chairs may appoint a faculty member to take on the role of program director/coordinator. The Chair, in consultation with the departmental P & B, will develop a job description for these titles. The need for the position as well as the suitability of the individual who has been selected as a program director/coordinator should be reviewed annually (see Appendix B)**.**

   - For undergraduate programs with 30+ registered student majors and/or minors **-** 3 hours per academic semester
   - For graduate programs with up to 20 registered students- 3 hours per academic year
   - For graduate programs with 20+ registered students per academic year- 6 hours per academic year

4. **Assessment Coordinator**

   The appointment of the individual who has been selected as the assessment coordinator should be reviewed annually (see Appendix B)**.**

   With the approval of the school dean, each department chair can appoint a faculty member who takes responsibility for developing and monitoring the department's assessment plan. This individual will receive between 1.5-3 hours of reassigned load per academic year as determined by the school dean.

5. **Advisement**

    For departments without a professional advisor:

    Reassigned time for undergraduate advisement is given for required advisement in excess of a **reasonable load**. School deans, in consultation with department chairs, define reasonable load. Loads and reassigned time for advisement will be calculated in January of each year for the upcoming academic year (see Appendix B). Numbers of majors and general enrollment will refer to the last available entries in Lehman's Factbook.

6. **Graduate Center**

    All Graduate Center administrative, teaching and dissertation supervision workload hours are determined by the Office of the Provost at the CUNY Graduate Center. Lehman's college-wide faculty workload coordinator will disseminate this information to each school's workload coordinator.

    - Faculty may be permitted to teach or to fulfill administrative responsibilities at the Graduate Center. The department chair is required to submit a written request, listing the total number of hours of commitment per academic year, and obtain the approval of the school dean prior to granting reassigned time to support work at the Graduate Center.
    - Faculty on paid leave are <u>not permitted</u> to have administrative, teaching and dissertation supervision duties at the Graduate Center.

7. **Student Supervision**

    See FAQ for limitations on total credit hours charged per course.

    Independent study (Undergraduate)   0.25 credit hours per student
    Independent study (Graduate)   0.50 credit hours per student
    Master's Thesis supervision*   0.5 credit hours per student*
    PhD student supervision: Contact School Workload Coordinator and Department Chair

    *Credit hours may vary per school

8. **Miscellaneous**

   Faculty may be granted reassigned time for non-teaching responsibilities which are not included in the above categories. These require the prior approval of the department chair and the school dean. The rule of thumb for reassigned time is a <u>minimum of 90 clock hours per course release.</u>

III. <u>Reassigned Time Caps</u>

Other than for the department chair reassigned time as specified above, reassigned time of other faculty must adhere to the following caps:

- Distinguished Professors may not receive more than <u>12 hours</u> of reassigned time in a year.
- Faculty in non-Distinguished Professor ranks may receive no more than <u>9 hours</u> of reassigned time a year for any combination of purposes except with the approval of the department chair and school dean.
- Faculty on fellowship/scholar incentive leave may not receive any reassigned time during the period of their leave.

IV. <u>Form Submission Timeline</u>

Department chairs are expected to submit appropriate forms to their school dean's office for approval at the time of the submission of the e-Course Schedule for the fall and spring semesters (see Appendix C) indicating the projected reassigned time for the academic year. Modifications during the year should be indicated on a revised version of the form and resubmitted to the school dean's office.

Appendix A

PRE-TENURE REASSIGNED TIME PLAN

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

Please provide your Research Plan for Reassigned Time:

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Proposed distribution of Reassigned Time– *Indicate the number of hours per semester you plan to take in the box below each semester*

FALL 20___	SPRING 20___	FALL 20___	SPRING 20___	FALL 20___	SPRING 20___	FALL 20___	SPRING 20___	FALL 20___	SPRING 20___

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

_____   _____
Signature of Faculty Member   Date

_____   _____
Signature of Departmental Chair   Date

_____   _____
Signature of Dean   Date

Appendix B

FACULTY REASSIGNED TIME REQUEST

Name of Faculty Member: _____
Title: _____
Department: _____

Assignment Type/Duty: _____
(i.e. Deputy Chair, Assessment Coordinator, Graduate Center Dissertation Supervision, Sponsored Research PI, Program Coordinator)

Assignment Start Date   _____
Assignment End Date   _____

Number of Hours Fall 20 ____: _____
Number of Hours Spring 20 ____: _____

Please provide a justification for and description of work to be performed:

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_____   _____
Signature of Faculty Member   Date

_____   _____
Signature of Departmental Chair   Date

Appendix C
Department Reassigned Time Request

Department: _____

Academic Year: _____

Faculty Member	Purpose of Reassigned Time *	Hours Fall 20___	Hours Spring 20___
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____

*As submitted and approved in Appendix B.

Approved by:

_____   _____
Signature of Departmental Chair   Date

_____   _____
Signature of Dean   Date