

Reassigned Time Policy  
Recommendations of the Reassigned Time Task Force

The following points seek to clarify the CSI Reassigned Time Policy that is governed by and consistent with the corresponding CUNY regulations

- A. In order to ensure transparency and fairness, departmental workload information shall be made available for the College community.
- B. Reassigned Time Policy, as well as an approved list of tasks and reassigned times, shall remain in effect during an academic year. Changes from year to year shall be conservative.
- C. In order to ensure that the Reassigned Time Policy is effectively followed, department chairs shall submit an estimated annual workload for a forthcoming academic year for full time faculty no later than February of the preceding academic year.
- D. Annual workload overage per faculty member shall not exceed 4 hours at any point during a 3-year contractual period. Workload hours include teaching and reassigned time for research and administrative duties. Total workload for a three-year period shall not exceed 63 hours (81 hours for Instructors and Lecturers). At the end of the 3-year contractual period, the workload resets to zero.
- E. Scholarly activities that rise above and beyond normal faculty responsibilities shall be compensated as a reassigned time as follows:
  - 1) Provost's Research Scholarship recipients shall be given an option of either using allocated funds or receiving 4 hours of reassigned time annually for the duration of the award.
  - 2) Externally funded grants with a significant amount of overhead (not equipment grants) from agencies that do not allow reassigned time shall carry up to 6 hours of reassigned time per year during the entire funding period. Total of reassigned time hours related to scholarly work shall not exceed 9 hours per year.
- F. Service activities (Appendix 1) that rise above and beyond normal faculty responsibilities shall be compensated as reassigned time in accordance with overage limits specified in D above. Specific assignments, not covered in Appendix 1, must be approved by a Dean.
- G. In recognition of the work required to undertake a self-study Deans will allocate reassigned time study (which may vary program to program) as specified in Appendix 1.
- H. In recognition of the time involved in creating new programs, as envisioned in the strategic plan, Deans will allocate reassigned time study (which may vary program to program) as specified in Appendix 1.
- I. In recognition of episodic accreditation needs, Deans will allocate reassigned time as specified in Appendix 1.
- J. In recognition of the difficulty in transitioning from being chair to a member of the research faculty, chairs who serve two or more full terms will have maximum of 2-2 teaching load in the following year, provided it is not a sabbatical year.

Dept	Description	Semester	Notes
CUNY	CUNY WAC	3	In ENG
	BA online	3	In ENG
	Dept. Executive Officer	3	In WLL, PSY
	PSC CUNY Chapter	4	In PCA
	PSC Grievance Officer	4	In PSY

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Dept	Description	Semester	Notes
Interdisciplinary	SLS	4	(in WLL)
	CLACLS	1	(.5 in SASW, .5 in WLL)
	INT director	1.5	(In PSGA)
	AFA Director	1	(In HST)
	AMS director	1	(in HST)
	WGS Director	1	(In ENG)
	ESC Coord	2	(In EnSc)
	NeuroScience Director	4	(In BIO)
	Disability Studies	0.5	(in SASW)
	Autism	1	(in PSY)
	CORE 100 Dir	1	
	East Asia Studies Director	1	(In PSGA)
	MALS Director	2	(in HST)

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College	Description	Semester	Notes
	RSCO	2	(in BIO)
	Banner Coordinator	3	(In ENG)
	ESL Coordinator	3	(In ENG)
	Polymer PhD Chair	4	(in Chem)
	Observatory Director	1	(in ENS)
	Coord Neuro Lecture	1	(In PT)
	CSI WAC	4	(In ENG)
	Fac Center Prof Devel	4	(In ENG)
	Women's Center	4	(In ENG)
	Art Gallery Coord	4	(In PCA)
	Pre Law Advisor	1.5	(In PEP)
	Verazano & Honors Dir	8	(In ENS)
	Writing Coordinator	6.5	(In ENG)
	Deputy Writing Coordinator	2	(In ENG)
	Provost's Scholarship (E1)	4	
	IACUC Chair	2	(in Bio)
	Self-Study (G)	16	(1-3)
	New programs (H)	10	total for all new programs
	Accreditation (I)	14	(initial 4, renewal 2)
	Chair transition (J)	8	

102

New Initiatives

48

Total

140

**Division of Humanities and Social Sciences**

English	Chair	6.5	
	Deputy Chair	3	
	Scheduler	3	
	MA Coordinator	2	
		14.5	

History	Chair	6.5	
	Masters Coordinator	2	
	Deputy Chair	2	
		10.5	

Media Culture	Chair	6.5	
	MA Coord	2	
	Com Coord	2.5	
	Production Coord	1	
	Lab Liason	1	
	Cinema Coordinator	1	
		14	

PCA	Chair	6.5	
	Deputy Chair	1	
	MUS Pgm Coordinator	1	
	Studio Art Pgm Coordinator	1	
	MUS Curric	1	
	PHO Pgm Coordinator	1	
	Art History Pgm Coordinator	1	
	DRA Pgm Coordinator	1	
	Set Design	4	
	DAN Minor Coordinator	1	
	Directing a Play	4	One play a semester
		22.5	

Philosophy	Chair	8	
		8	

PSGA	Chair	8.5	
	GEG Pgm Coordinator	2	
		10.5	

Psychology	Chair	7.5	
	Deputy Chair	5	Including PSY BA & BS
	MHC Director	3.75	
	MHC Field Placement Director	6.75	
	MCH Deputy Director	3.75	
		26.75	

Soc/Ant	Chair	6.5	
	Deputy Chair	2	
	Scheduler	2	
		10.5	

Social Work	Chair	6	
	BSW Director	3	
	BSW Field Placement Director	3.5	
	MSW Director	5	
	MSW Field Placement Director	6.5	
		24	

World Lang & Lit	Chair	6	
	Deputy Chair	2	
	Spanish Pgm Coordinator	1	
	Italian Pgm Coordinator	1	
	FrenchPgmCoordinator	1	
		11	

**Total for Division of H&SS** 152.25

### Division of Science and Technology

Biology	chair	10.5	
	MS Coordinator	2	
	MDT Coordinator	2	

14.5

Chem	Chair	10.5	

10.5

CS	Chair	10.5	
	Grad Coordinator	2	

12.5

ENS	Chair	10.5	
	Physics BS coord	2	
	Earth & Envir. Sci BS coord	2	
	ELE coord	2	
	ELT coord	1	
	ENS Coord	2	

19.5

Math	chair	10.5	
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10.5

**Total for Divisions of S & T            67.5**

**School of Business**

Accounting & Fin	Chair	10.5	
	CPA Coor	2	
	MS Accounting	2	
		14.5	

Economics	Chair	10.5	
		10.5	

Management	Chair	10.5	
	MS Coordinator	2	
		12.5	

Marketing	Chair	10.5	
		10.5	

**Total for School of Business**                      48

### School of Education

Education	Chair - Educational Studies	6.5	
	Chair - Curriculum and Instruction	6.5	
	Field leadership	0.5	
	Coord. Supervision, Admin	1	
	Coord. Grad Research Courses	1	
	Seq I, II Adoles Pgm	2	
	Seq I, II Elm Grad Progs	3	
	Seq I, II Special Ed Pgm; Middle S	4	
	UG Childhood Coordinator	2	
	UG Adolescence Coordinator	2	
	UG Early Childhood Courses	2	
		30.5	

**Total for School of Education**                      30.5

**School of Health Sciences**

Nursing	Chair	7.5	
	Deputy Chair	3	
	MS Director	2	
	NP director	2	

14.5

PT	Chair	5	
	GC Exec Officer	3	from CUNY

8

**Total for School of Health Sci** 22.5**Total for Divisions & Schools** 320.75**Total CSI** 460.75