

Cuyamaca College Reassigned Time Assignments

Fall 2024-Spring 2025

Guiding Questions for Review Process
 Is the description accurate? What unseen work needs to be added? What work needs to be removed?
 Are the tasks appropriate for a faculty role? How does it support campus goals and priorities?
 Is the workload compared to RT fair, equitable, and human-centered?
 What supports are needed to make the work accessible, manageable, and sustainable?
 How can this role be better empowered and connected to Academic Senate and appropriate campus & /or District spaces?

Job Title	RT Amount	Term	Notes	Comments	Review Status	Job Description	Next Steps for Job Description Review and/or Role Recruitment	Faculty Assigned
Academic Senate President (C&Bs, p 2-3)	1.0 LED	F2024-S2026	Academic Senate Election Summer Stipend Available	Election F2025	Faculty Election, Biannually	Senate Constitution and Bylaws, approved October 30, 2019	Fall 2025 Election	Karen Marrujo
Academic Senate Vice President (C&Bs, p 3-4)	.20 LED	F2024-S2025	Academic Senate Election	Election S2025	Faculty Election, Yearly	Senate Constitution and Bylaws, approved October 30, 2019	Spring 2025 Election	Raquel Jacob-Almeida
Accreditation Co-Chair	.60 LED	F2023-S2025	Summer Stipend Available		Sr. Dean IESE Review			Kim Dudzik
Chair of Chairs	.20 LED	F2024-S2025	F2024-S2025 Extended Term; usually 2-year term	Recruitment S2025 (Elected by Chairs)	Partners with VPI	Needs Review/Revision Note: Needs more intentional and consistent communication with Academic Senate on 10+1 matters Request: .10 increase--due to SEMC; Chair of Chairs could use .3 instead of .2 to better support the work (GC provides .30 due to their version of SEMC)	Need to connect with Miriam about job description	Miriam Simpson
Curriculum Co-Chair	.40 LED	F2023-S2025	Committee Election	Committee Election S2025	VPI Review	Curriculum (Proposed Revision, Sp 25) High Priority Request: Increased RT from .40 to 1.0 to adequately support Curriculum needs (especially given state mandates/initiatives)	Revision developed with feedback from past and current Curriculum Co-Chair. Need revised proposal to be reviewed in PCab.	Jane Gazale (Spring 2025 = Annalinda Arroyo)
Distance Education Coordinator	1.0 LED	F2023-S2025		Recruitment S2025	LTR Dean Review	Proposed Revisions in Development (Bri Brown) Note: Needs more intentional and consistent communication with (and support from) Academic Senate AND campus appropriate decision-making spaces High Priority Request: Due to campus needs. Requesting summer stipends (1.3 role version could be absorbed into 1.0 if there are guaranteed summer stipends since there is work that happens when off contract).	Jeanie, Bri, and Karen will meet to review proposed request.	Brianna Brown
Equity-Minded Teaching and Learning (EMTLU) Coordinator	.20 LED	F2024-S2025	Pilot - 1 year (F2024-S2025)	Ended: Spring 2025	Dean SS & E Review	Role Duties and Responsibilities incorporated into TLC Coordinator Job Description with increased RT		Miriam Simpson
Faculty Learning Resources Coordinator	1.0 LED	Spring 2020	Pilot - Extended	Recruitment S2025	LTR Dean Review	Needs Review (linked to document shared with coordinator)	Karen reached out to coordinator to request feedback and notes	Mary Graham
Hyflex Coordinator	.20 LED	F2023-S2025		Recruitment S2025	LTR Dean Review	Needs Review (linked to document shared with coordinator)	Karen reached out to current coordinator for notes on the JD	Nicole Hernandez
Open Education Resource Coordinator	.30 LED	F2024-S2026		Recruitment F2025	Dean SS & E Review	Reviewed Spring 2024		Karla Gutierrez
Outcomes & Assessment Co-Coordinator Pos 1 (Even Year)	.35 LED	F2024-S2026	Summer Stipend as needed	Recruitment F2025	Sr. Dean IESE Review			Tania Jabour
Outcomes & Assessment Co-Coordinator Pos 2 (Odd Year)	.35 LED	F2023-S2025	Summer Stipend as needed		Sr. Dean IESE Review	Proposed Revision, Sp25 (Karen annotated the document based on feedback submitted by coordinators) Request: Overall minor revisions. Includes name change and request for summer stipends when needed	Feedback received from coordinators.	Rachel Polaski
Program Review Steering Committee Instructional Faculty Coordinator	.20 LED	F2024-S2026	Summer Stipend as needed	Recruitment F2025	Sr. Dean IESE Review			Kathryn Nette
Program Review Steering Committee Student Services Faculty Coordinator	.20 LED	F2024-S2026	Summer Stipend as needed	Recruitment F2025	Sr. Dean IESE Review			Liza Ashak
Guided Pathways Coordinator	.40 LED	F2021-S2023	Summer Stipend as needed	Ended: Spring 2025	Dean SS & E Review	Ended: Spring 2025		Vacant
Teaching & Learning Coordinators (Odd Year)	.50 LED	F2024-S2026		Recruitment S2025	Dean SS & E Review	Revision Approved Sp25 (Increased RT from .60 to 1.0 to include EMTLU) (One Drive Doc of version emailed on 3/10)	Needs to go through governance process: Senate endorsement.	Karla Gutierrez
Teaching & Learning Coordinators (Even Year)	.50 LED	F2023-S2025						Moriah Gonzalez-Meeks
Tenure Review Coordinator	.20 Fa - 10 Sp LED	F2023-S2025		Recruitment S2025	VPI Review	Tenure Review (Proposed Revision, Sp 25) Request: Expand role responsibilities to add more support for Tenure Review Committee members and Candidates AND increase support for general evaluations (and better fit the allotted RT). The main goal is to create a more supportive, growth-focused tenure review and evaluations culture on campus.	Karen shared proposed revision with current coordinator.	Steve Weinert

Selection should be made by the Academic Senate Officers Committee in consultation with the appropriate administrator
[Cuyamaca College Academic Senate Purview on Appointments to Short-term, Non-teaching Tasks](#)
 Title 5: "The appointment of faculty members to serve on college or district committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the chief executive officer or his or her designee, by the academic senate...." (Title 5 §53203)
 In the CBA, Discretionary Reassigned Time is addressed under ARTICLE IV – GOVERNANCE AND PAR

Revised 3/24/2025