



Cuyamaca College Discretionary Reassigned Time Request & Review Process

Purpose

Faculty leadership and participation are vital to the success of college initiatives. Some of these efforts and activities may require coordination that goes beyond a faculty member's regular duties. In accordance with the Faculty Contract (Section 4.1), when funding is available and these efforts and activities are critical to achieving the College's mission and strategic goals/initiatives, reassigned time (RT) positions may be created so faculty can engage in these efforts and activities. As specified in the Faculty Contract, "Such assignments shall not be made to assume administrative duties." Activities may include, but are not limited to, co-facilitating accreditation report writing, coordinating academic support programs, co-coordinating program review or assessment efforts, and faculty development.

Duration

At Cuyamaca College, the established duration of an RT assignment is two years unless otherwise specified. RT assignments are not automatically renewed or continued beyond the initial two-year duration.

In cases when no one applies to a role during the recruitment period, someone steps away early from a RT position, or there may be a need for an extension of the role appointment, the appropriate administrator will partner with the Academic Senate President so that the Senate Officers Committee can work on ways to reach out to faculty and address the gap in needed faculty service.

Assessment

RT assignments will be reviewed annually by the appropriate administrator or President's Cabinet in collaboration with the faculty coordinator(s) and the Senate Officers Committee (SOC). RT assessment will be informed by the annual self-assessment conducted by the faculty coordinator(s) and the appropriate administrator and by the following criteria: equity, fiscal impact/fund availability, impact of role in governance and committee structure, and advancement of the college's vision, mission, and strategic goals/initiatives.

The annual assessment will include a self-assessment of RT assignment outcomes for all discretionary RT positions. The annual self-assessment will be conducted by the faculty coordinator(s) and the appropriate administrator and will include an analysis of: how the position has advanced the college's vision, mission, and strategic goals/initiatives, with an emphasis on equity; the current duties (update/revise if needed); the amount of RT allocated for the position (update/revise if needed); sustainability, available capacity, support, and resources (update/revise if needed); and the current reporting structure (update/revise if needed).

In support of an institutional culture of transparency, consultation, and inclusion, the results and reasoning of any assessments of RT roles will be communicated to the appropriate governance bodies, which include the Academic Senate and Cuyamaca College Council, for timely discussion and feedback.

Documentation

The Office of Instruction will be responsible for maintaining RT records to include, but not limited to, the college's comprehensive list of RT (position, faculty member, RT amount, duration, associated administrator), job descriptions, and past position announcement language. The Office of Instruction will maintain all RT documentation on an electronic site accessible to administrators, Academic Senate, and faculty coordinators.

New RT Position Request

In accordance with the Faculty Contract (section 4.1) and Appendix E, new RT positions are initiated by the department chair, program coordinator, or faculty applicant and shared with the Senate Officers Committee using the established **Cuyamaca College Discretionary Reassigned Time Request Form**. Requests are submitted to the appropriate vice president, or cabinet-level administrator, and reviewed by President's Cabinet for consideration by the end of the fall semester. [[Cuyamaca College Discretionary Reassigned Time Request Form](#)]

Results for the submitted request are communicated to the appropriate department chair, program coordinator, or faculty applicant and the Senate Officers Committee. Requests approved by President's Cabinet then go to the Academic Senate for endorsement.

Process and Timeline

Spring Semester 1 – Review Period

Second week of the spring semester: Opening of RT Review Period for new reassigned time requests, renewals, increases/decreases, or cessations for subsequent academic year. President's Cabinet informs the Academic Senate via the Senate Officers Committee that the RT annual review is beginning, and timeline is shared.

February-March: The annual self-assessment will be conducted by the faculty coordinator(s) and the appropriate administrator. Using the self-assessment as a guide, the appropriate administrator collaborates with the faculty coordinator(s) and Senate Officers Committee to begin review of job descriptions. RT assignment assessments and revisions should align with Cuyamaca's commitment to equity.

During the self-assessment and review period, faculty **consult with the Senate Officers Committee and** work with the appropriate administrator to submit for, renewals, increases/decreases, cessation of RT, or a new position if necessary. This will include drafting of new job descriptions using the template developed in collaboration between the President's Cabinet and Academic Senate.

Late March (week before spring break): The faculty and administrator, will submit the RT request to the appropriate vice president or cabinet member, using the **Cuyamaca College Application for Discretionary Reassigned time** for review at President's Cabinet.

April: President's Cabinet reviews applications for new reassigned time requests, renewals, increases/decreases, or cessations and job descriptions, centering Cuyamaca's commitment to equity. The list of President's Cabinet-approved RT will be sent to the Academic Senate via the Senate Officers Committee no later than by the end of the last week of April in order to meet Academic Senate's prescribed meeting guidelines.

May: The Senate Officers Committee will bring the list of President's Cabinet-approved RT for information and endorsement to the Academic Senate.

Following the completion of the local process, the appropriate administrator will complete the **GCCCD District Application for Discretionary Reassigned Time Assignments form** and submit it to the VPI to be submitted to the District Reassigned Time Review Committee (DRTRC) for final approval. [[GCCCD District Application For Discretionary Reassigned Time Assignments form](#)]

Fall Semester – Call Outs and Interviews

By the Second Tuesday in September: The VPI will work with the Academic Senate President to draft the call-outs for open RT roles. The Office of Instruction will send, via email, a call-out to all faculty that applications for approved reassigned time positions are open.

October: Deadline to submit for the RT assignment. Submission of interest for the RT assignment will be due no later than the final Tuesday in October.

November: The appropriate administrator, the Academic Senate President, and the appropriate faculty coordinator/content expert (if available) will conduct interviews for available reassigned time positions. Interview questions will be drafted by an appropriate administrator in

consultation with SOC. Interviews will take place even if there is only one applicant. If there are no applicants, the position will be reposted. Faculty appointments to coordinator positions shall be made, following consultation and review from the chief executive officer or their designee, by SOC (with the Academic Senate President being able to serve as SOC's designee).

December: The Office of Instruction notifies the candidates, deans, and department chairs regarding the discretionary RT position selection.

Spring Semester 2 – District Discretionary RT Review

When requested, and in accordance with the Faculty CBA (Section 4.1), the Vice President of Instruction will provide the college's applications for Discretionary Reassigned Time to the Associate Vice Chancellor of Human Resources.

Fall Semester 2 - New Coordinators Onboarded & Begin Duties

New Coordinators will begin duties during flex week and will complete their work during assigned contractually agreed upon times. If work is necessary when Coordinators are off contract, they must consent to working. If they agree, they will be compensated at their non-classroom hourly rate for any work completed, for attending meetings, etc.

Commented [KM1]: Faculty appointments to coordinator positions are made by SOC (with the Academic Senate President being able to serve as SOC's designee) after consultation with the appropriate administrator, and the appropriate faculty coordinator/content expert (if available).