**Charge from the Steering Committee**

Date: October XX, 2012

Committee Assigned: CFA

Originator of Concern/Request: Susan Bakewell-Sachs, Interim Provost

Topic of Concern: Administrative Compensation for Faculty -- Reassigned Time and Stipends

**Background**

TCNJ has no articulated principles regarding the granting of administrative reassigned time and stipends. TCNJ also lacks a structural model of administrative reassigned time and stipends that allows for regular reevaluation of roles that have associated compensation. This means that, in time, these positions tend to be added to the college’s obligations, but few are ever removed. The result is increased reliance on adjunct faculty with concomitant challenges to quality and cost.

In 2004, a report on administrative reassigned time (attached) was generated by an adhoc committee, but no action to revise the system of administrative compensation for faculty was taken at that time. While this 2004 report may provide an initial jumping‑off point for discussion, it is now outdated and does not address several significant issues.

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Steering requests that CFA make recommendations that do the following:

1. Outline transparent principles by which compensation (including reassigned time and/or stipends) should be assigned. In doing so, CFA should articulate
   1. the nature of service to the college that should be expected of a faculty member as part of his/her normal commitment to the college;
   2. the nature of work beyond normal service that calls for reassigned time;
   3. the nature of administrative work that must be completed by faculty as opposed to that which should be completed by other staff;
   4. principles by which the amount of reassigned time for a given task should be determined.
2. Determine a structure by which reassigned time can be periodically reviewed so that once it is granted for a specific role it does not become permanent, even if the nature of the role changes. Particular attention should be paid to the evolving demands of school-based accreditation efforts.
3. Determine how, if at all, service that is compensated should be treated different from service rewarded in the promotions process.
4. In making its recommendation, Steering asks CFA to
   1. gather appropriate community testimony;
   2. explore how peer and aspirant schools address these issues;
   3. explore the work of the ad hoc committee on reassigned time from 2004, as well as the faculty chairs handbook compiled by the TCNJ Chairs Council in 20??;
   4. assure that the model is based on principles that focus on the nature of the work to be done, not necessarily the title of the role;
   5. be cognizant of the fact that TCNJ’s budget cannot, over time, absorb ever-growing administrative costs and must allow for diminution of compensation for a given role as tasks change.