TO: Steering Committee

FROM: Committee on Faculty Affairs

RE: Final Recommendations on the Charge of Reassigned Time

DATE: January 21, 2015

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. While work that goes significantly beyond the normal service expected of every faculty member may be compensated with reassigned time, a significant amount of service to the College is expected of all full time tenured and tenure-track faculty members. The College’s budget also cannot absorb ever-growing administrative costs, and thus reassigned time must be regularly reviewed and adjusted.

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 While this 2004 report may provide an initial jumping‑off point for discussion, it is now outdated and does not address several significant issues.

**The Charge**

CFA was charged by Steering to: 1) Outline transparent principles by which compensation (including reassigned time and/or stipends) should be assigned; 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; 3) Determine how, if at all, service that is compensated should be treated differently from service rewarded in the promotions process; 4) Gather appropriate community testimony.

**Background**

The CFA subcommittee first obtained data from Academic Affairs regarding Reassigned Time for Fall 2012 and Spring 2013 semesters. After taking out SOSA and sabbaticals the subcommittee attempted to analyze the data and realized that it was not entirely reliable (e.g. School of Business had data not entered). Discrepancies were found regarding the amount of reassigned time allocated to certain position titles (e.g. coordinators getting different amounts of FWH in different schools). After meeting with the Provost to inform, but also to acquire a better sense of the charge, the subcommittee decided to interview the deans of the different schools to gain an understanding of how reassigned time was allocated and handled within each school, while also verifying the accuracy of our data. Data was viewed generally as accurate. The need for transparency was a recurring theme, to insure the system is viewed as fair, but also a desire by the deans to have some flexibility built into the system and not necessarily have allocations be just formula based. It became clear there was no existing formula to determine the amount of reassigned time to be allocated to a position or department and that it was impossible to compare equity in allocations without the knowledge of the specific job responsibilities. Our recommendations are based on a desire/need to have equitable allocations for similar jobs within and across schools. We believe transparency of data (and the need to have reliable data) will lead to equitable distributions, while periodic review will guarantee that the reassigned time continues to be justified.

**Final Recommendations**

After interviewing the deans and analyzing the data relative to reassigned time for last academic year the subcommittee observed what seems to be significant discrepancies in practices at different schools. It is however impossible to make accurate comparisons without knowing the specifics of a job carrying reassigned time. Therefore CFA recommends that:

* Job descriptions be created for all positions that carry reassigned time. For jobs within a School these descriptions should be created by the Dean, otherwise by Academic Affairs (including for Department Chairs).
* There be transparency of the number of FWH of reassigned time associated with a given position/job description.
* There be transparency of the number of FWH or reassigned time allocated to each school.
* There be clear data with common descriptors for jobs across campus.
* There be accurate data regarding reassigned time.
* There be a review of the job description and associated number of FWH of reassigned time at the end of a term appointment or three years, whichever comes first.
* When defining the responsibilities of each position, consideration should be given to tasks that could be performed by administrative staff and/or student workers.