

Office of Academic Affairs  
May 25, 2017

In 2015, the CFA and Steering provided the College with suggestions on how to improve the current practices of distribution of reassigned time. Although allocation of reassigned time for various campus positions is a responsibility of the College's administration, the Office of Academic Affairs in collaboration with the deans moved forward on implementing many of the recommendations made by the faculty.

The CFA recommended the following:

- 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.

In addressing the issue of reassigned time, Academic Affairs took the following steps:

- By the spring of 2016, Academic Affairs had created an inventory of all current positions with reassigned time, both school-based and college-wide. For each of the positions in this inventory, job descriptions were created either by Academic Affairs or deans in collaboration with faculty currently serving in those positions.
- For each position, the current amount of reassigned time was identified and confirmed, and the total amounts of reassigned time for each school were calculated.
- Academic Affairs and deans reviewed the inventory of positions, and schools with significant or inconsistent amounts of reassigned time positions were identified.
- During the spring of 2016 and academic year of 2016-17, Academic Affairs tasked deans to use the inventory to review current amounts of reassigned time for positions in their schools, and, where possible, make adjustments so that positions with equivalent job descriptions have equivalent amounts of reassigned time.
- Academic Affairs worked separately with deans of the schools with particularly high amounts of reassigned time to address concerns of equity in the distribution of hours among various positions and to move some of the tasks to these schools' staff.
- Academic Affairs reviewed college-wide positions and their job descriptions, and identified some that required adjustments in terms of equity and consistency.
- Academic Affairs continues to monitor the total and school-based numbers of reassigned time to make sure that we maintain reassigned time at current levels, if possible, and that it is distributed in a consistent and equitable manner.