

FACULTY REASSIGNED TIME CONTRACT

Faculty Name:	Employee ID:	Department:

ASSIGNMENT DETAILS

Reassigned Time Reason (See reverse)

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Funding Source (See reverse)	Start Term	End Term	WTU per Term

TERMS OF CONTRACT

Approval of this contract is required by the Dean of the College prior to the faculty member beginning this assignment. Reassigned time is approved for the dates and duties as described in the contract only. A new contract must be submitted and authorized if there are changes to the initial contract. If the assignment described in this contract is not completed or is not completed in a satisfactory manner, the University reserves the right to cancel this contract. Extensions past the approved end date must be submitted on a new form. The Vice Provost must approve late or unapproved work and forms.

ASSIGNMENT OR PROJECT DESCRIPTION (attach additional sheets if necessary)

Please include a description of work or background/nature of work along with specific tasks to be performed. Note that 3 WTU should equal 128 hours of work, or 1 WTU should equal 42.6 hours of work.

I have reviewed and agree to the conditions of this stipend contract, which I understand is conditional upon final approval by the Office of the Provost:

Faculty Member: _____
 Print Name Signature Date

APPROVAL

College Dean: _____
 Print Name Signature Date

ACKNOWLEDGEMENTS

College ARM: _____
 Print Name Signature Date

Vice Provost: _____
 Print Name Signature Date

INSTRUCTIONS: Submit completed form to the Office of The Provost, attention Jamin Butler.

Routing instructions:

First, the authority issuing the WTU begins the form completing the top sections:

- Faculty Name / EMPLID / College Department Name, Reassigned Time Reason, Funding Source

Once the top section has been completed, next the form is routed for signature approvals to:

- Faculty Member, College Dean, College ARM (Make Copy for the College/Dept), Office of the Provost (for final form collection & approval of any assignment funded by the Provost)

Reassigned Time Reasons:

(Values below are the most used entries at CSUDH. For a full list of values and official policy definitions, please contact Academic Affairs.)

11. Excess Enrollments	Select this for unusually high enrollments, in consultation between the faculty and the dean.
21. Special Instructional Programs: Admin/Evaluation	Used for administering and/or evaluating innovative or experimental pedagogies, e.g. themes in general education.
21. Special Instructional Programs: Instruction TV	Select for production of materials for distance and online learning.
21. Special Instructional Programs: Liaison	Used to compensate faculty for liaison duties among multiple sections of the same course.
21. Special Instructional Programs: Team Teaching	The total assigned and earned WTU associated with a team-taught course may not exceed the WTU generated by the course multiplied by the number of faculty members teaching the course.
23. Instruction Related Services	For services outside of formal courses, e.g. clinics, study skills centers, art galleries.
31. Advising Responsibilities: Dept. Grad Coordinator	Use this for faculty whose time is reassigned to coordinate graduate programs.
31. Advising Responsibilities: Excess Load	Select this for unusually high advising loads, or for faculty serving as Faculty Advising Fellows.
32. Instruction Related Committee Assignments: GT Normal Level	“GT Normal” means Greater Than Normal. Use this for standing committees with unusually heavy workloads, e.g. chair of the Academic Senate, representative to the ASCSU, or chair of University Curriculum Committee.
32. Instruction Related Committee Assignments: Special	Select this for heavy workloads associated with task forces, ad hoc committees, or other temporary service.
33. Curricular Planning or Studies: Curriculum Planning	Use this for developing curriculum or related materials for use by an entire department.
33. Curricular Planning or Studies: Develop Tests CBE	Select this for developing tests used in Credit By Examination (allowing students to test out of a required course).
36. Probationary Faculty Activities	Used for reassigned time in the first two years of a new faculty member’s appointment, per the CSU Unit 3 Collective Bargaining Agreement.
41. CFA Activities	Select for faculty whose work is compensated by their union, the California Faculty Association.
OSF. Other Support Fraction: GF Non-Instructional	Select this for activity other than teaching but supported by the General Fund. Examples include RSCA, Composition, and department chair or coordinator. For committee work, including senate, choose 32 instead.
OSF. Other Support Fraction: Grant or Research (non-GF)	Use this for faculty whose independent service or research is supported from outside of the General Fund.
OSF. Other Support Fraction: Teaching (non-GF)	Use this to track teaching assignments paid from outside of the General Fund, e.g. through Extended Education.

Funding Sources:

(Values below are the most used entries at CSUDH. For a full list of values and official policy definitions, please contact Academic Affairs.)

Chancellor	Use for Reassigned Time Reason 41, CFA Activities, or statewide senate.
University	Use for Reason 36 Probationary Faculty Activities, and other non-discretionary assignments.
Provost’s Office (proposed)	Select for assignments compensated by the provost.
College	Use this for most assignments, including department chair.
Academic Department	Select for work funded by an individual academic department.
Reimbursed by External Grant	Select this funding source for external grants, such as NIH, NSF, etc.