

## Reassigned Time Definitions & Colleague Codes

Lead Faculty Roles & Definitions		Colleague Codes
Distance Learning Lead Instructor	Faculty serving as a Distance Learning Lead Instructor for their department. (Must be routed and approved by the Dean of Digital Education.)	DLLI
Dual Enrollment Lead Instructor	Faculty serving as Lead Instructor in a Dual Enrollment Course.	DUAL
Lead Instructor	Faculty serving as a Lead Instructor of a course or within a department.	LEAD
High School Facilitator Training	When faculty are the Credentialed Instructor of Record and working with high school teachers who are identified as facilitators, the faculty member will receive at least one hour of reassigned time to train a new facilitator.	HSFT
Coordinator Roles & Definitions		Colleague Codes
Clinical Coordinator	Tenure Track faculty serving as a Clinical Coordinator for a course or within a department	CLCO
Program Coordinator	Faculty serving as a Program Coordinator within a department	PRCO
ACF Roles & Definitions		Colleague Codes
ACF Clinical Coordinator	ACF serving as a Clinical Coordinator for a course or within a department	ACFC
ACF Departmental Time	Used to pay the 3 Departmental "Office Hours" awarded to ACF's as defined by the Collective Bargaining Agreement.	ACFD
ACF Program Coordinator	ACF serving as Program Coordinator within a department.	ACFP
Departmental Service Roles & Definitions		Colleague Codes
Advising	Only to be used if there is a special circumstance for faculty advising.	ADVS
Attending Veterinarian	Only to be used by the Attending Vets in the Vet Tech Program.	ATVT
Course Digitization	Full-time faculty member is digitizing a course. (Must be routed to the Dean of Digital Education.)	CUDG
Course Digitization (Adjunct)	Adjunct faculty member is digitizing a course. (Must be routed to the Dean of Digital Education.)	CUDA
Course Development	Full-time faculty is developing a completely new course, which includes the development of digitized assets.	CUDV
Departmental Reassigned Time	Tenure Track faculty serving their department by working on a project/assignment such as a department website, accreditation, etc. Time is awarded by the Chairperson.	DEPT
Sabbatical	Used by the department to record on the contract workload the time a faculty member is away on sabbatical.	SABB
Institutional Service Roles & Definitions		Colleague Codes
CSEA Service	Used by those faculty receiving reassigned time per the Collective Bargaining Agreement for CSEA service work.	CSEA
Faculty Fellow	Tenure Track faculty serving as a Faculty Fellow. Time is awarded by the Sr. VP of OAA.	FAFE
Institutional Reassigned Time	Used by faculty serving on institutional projects such as work for the Ohio Department of Higher Education, TAG/CTAG/MTAG review, etc. Time is awarded by Sr. VP of OAA. Also used to record time for new tenure track faculty per the Collective Bargaining Agreement.	INST
OAA Committee Co-Chair	Faculty serving as an OAA Committee Co-Chair.	OACC
OER Initiative	To be used if full-time faculty is receiving reassigned time to work on the OER Initiative project.	OERI
Divisional Service Role & Definition		Colleague Code
Divisional Reassigned Time	Full-time faculty working on a division level project assigned by the Dean.	DIVI
Miscellaneous Roles & Definitions		Colleague Codes
Grant Project Work	Used if a faculty is receiving reassigned time to work on an externally funded grant project. (OAA Operations office must be notified of which grant is to be charged.)	GRPR
Special Projects	Used if a faculty is receiving reassigned time for a project, which does not appropriately fall under other categories.	SPPR
Student Success Initiative Project	Used if a faculty is received reassigned time to work on an internally grant funded project targeting the Student Success Initiative.	SSIP