

# Reassigned Time Request or Other Non-Instructional Workload Time Notification

*Faculty should complete one form each semester and include their entire request or notification of hours.*

**Dates for Submission to Chairperson:**

Name: \_\_\_\_\_

Cougar ID: \_\_\_\_\_

Department: \_\_\_\_\_

Semester: \_\_\_\_\_

**A complete list of Reassigned Time definitions and Colleague Codes may be found on the Employee page under Forms - Academic Affairs.**

*Reassigned Time Role: Please select the appropriate Role and insert the number of hours awarded or requested.*

# of Hours	Role Description & Colleague Code	# of Hours	Role Description & Colleague Code
<b>Lead Faculty Roles</b>		<b>Institutional Service Roles</b>	
	Distance Learning Lead Instructor – DLLI **		CSEA Service - CSEA
	Dual Enrollment Lead Instructor – DUAL **		Faculty Fellow - FAFE
	Lead Instructor - LEAD		Institutional Reassigned Time – INST
	High School Facilitator Training - HSFT		OAA Committee Co-Chair – OACC
<b>Coordinator Roles</b>			OER Initiative - OERI
	Clinical Coordinator – CLCO	<b>Divisional Service Roles</b>	
	Program Coordinator – PRCO		Divisional Reassigned Time – DIVI
<b>ACF Roles</b>		<b>Miscellaneous Service Roles</b>	
	ACF Clinical Coordinator – ACFC		Grant Project Work – GRPR
	ACF Departmental Time – ACFD		Special Projects – SPPR
	ACF Program Coordinator – ACFP		Student Success Initiative Project - SSIP
<b>Departmental Service Roles</b>			
	Advising – ADVS		
	Attending Veterinarian – ATVT		
	Course Digitization – CUDG **		
	Course Digitization (Adjunct) – CUDA **		
	Course Development – CUDV		
	Departmental Reassigned Time – DEPT		
	Sabbatical - SABB		

**\*\* Denotes DL Dean or appropriate Administrator Signature is also Required**

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Faculty Name: \_\_\_\_\_

## Reassigned Time:

There are many areas in which full-time faculty assume leadership roles at the College. Many are specifically addressed in the Agreement between Columbus State Community College and Columbus State Education Association dated July 1, 2023 – June 30, 2026. The College accounts for faculty workload by recording time through the faculty contract reporting process.

Please refer to the following Articles and Sections below to determine what types of documentation or reporting, other than this form, are required:

Type	Article & Section	Type	Article & Section
ACF Clinical Coordinator	22.04 (C) (3)	Lead Instructor	4.09 (A)
ACF Departmental Time	22.03 (B)	Clinical Coordinator	4.09 (B) (2)
ACF Program Coordinator	22.04 (C) (3)	Dual Enrollment Lead	36.02 (A)
CSEA Service	7.06	Program Coordinator	4.09 (B)
High School Facilitator Training	36.02 (D)		

Some forms of reassigned time may be awarded in ways not specifically addressed by Article in the Agreement but through other means or processes. This form will serve as notification and/or a request for approval to the Department Chairperson that this time be included as a part of the faculty contract workload. Please complete the supporting documentation as noted below.

Type	Supporting Documentation
ADVS – Advising	Complete Description of the Work section below.
ATVT – Attending Veterinarian	Complete Description of the Work section below.
DLLI – Distance Learning Lead Instructor	Complete Description of the Work section below. Please include the courses for which the faculty will serve as the DL Lead.
FAFE – Faculty Fellow	Complete Description of the Work section below.
OACC – OAA Committee Co-Chair	Complete Description of the Work section below. Please include the name of the committee on which the faculty is serving.
SABB – Sabbatical	No further documentation is required
OERI – OER Initiative	Complete Description of Work and Resources Needed sections below. Please include the courses included in your OER project.

Type	Supporting Documentation
CUDA – Course Digitization (Adjunct)	Complete all of the sections below.
CUDG – Course Digitization	
CUDV – Course Development	
DEPT – Departmental Work	
DIVI – Divisional Work	
GRPR – Grant Project	
INST – Institutional Work (including new faculty time per Agreement, 4.09 (D))	
SPPR – Special Project	
SSIP – Student Success Initiative Project	

As stated in Article 4, Section 09, it is assumed that for every one hour of reassigned time granted, two hours will be dedicated to the task. The faculty member will adjust his/her workload for each hour of reassigned time as follows: 1.00 hour from direct instruction and 1.00 hour from grading and class preparation.

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Faculty Name: \_\_\_\_\_

<i>List Each Role</i>	<i>Description of the Work for Each Role:</i>
<i>List Each Role</i>	<i>Goals and Objectives for Each Role:</i>
<i>List Each Role</i>	<i>Expected Outcomes or Product for Each Role:</i>
<i>List Each Role</i>	<i>Expected Benefits for Each Role:</i>

**Reassigned Time Request or  
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Faculty Name: \_\_\_\_\_

<i>List Each Role</i>	<i>Resources Needed (Budget, equipment, training, DL expertise, etc.) for Each Role:</i>

*A final report will be submitted at the completion of the reassigned time period unless the project continues beyond one semester; in this case an interim report is due at the end of each semester and a final report is due at the end of the project (yearly). Additional reassigned time will not be granted without the receipt of a satisfactory interim/final project report.*

***Please obtain signatures in the following order:***

\_\_\_\_\_  
*Faculty Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chairperson Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Division Dean Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*DL Dean or Appropriate Administrator Signature (If required, see above)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date Received by the Office of Academic Affairs*