

2.2.1 Reassigned Time Awards

Faculty at Saint Mary's College frequently engage in extensive duties beyond what might be considered part of their regular workload. Many of the College's functions could not be assured without this valuable work of the faculty. This "Memorandum of Understanding" attempts to make explicit some of the common conditions under which faculty might be reassigned from teaching to perform these essential duties and will reside on the Provost's web page under "Forms and Procedures."

Faculty are granted reassigned time for service to the College, administrative duties such as Chair or Program Director, co-curricular administration such as tutor training, or research and professional development. Since service, research, professional development, and some level of administrative duties are part of the regular work of faculty, course reassignment must be based on commitments of time and talent that exceed this customary expectation. Designation of course release is determined on the basis of the following considerations:

- Scope of work: e.g., number of majors, number of course sections, number of full and part-time faculty, degree of advising/student conduct, percentage of time spent on external relations, percentage time spent in committee participation
- Administrative duties: e.g., staff supervision, accreditation oversight, regulatory compliance, budgetary oversight, strategic management of programs, recruiting, marketing, founding of Academic Center/Institute
- Research and professional development: e.g., availability of endowment funding, grant awards, mentoring, significant advancement of research agenda.

Some categories of reassigned time, particularly those which involve administrative duties, are standard and not normally subject to annual renewal (i.e., department chairs, program directors and coordinators, elected service, and endowed positions). The amount of reassigned time for Chairs and Program Directors varies based on the considerations above and should be regularly reviewed as part of the program review process.

Requests for additional course reassignments must be made in writing on the appropriate form to the Dean and/or Provost. These requests should detail how the faculty member's investment in the activity is approximate to the work performed for an equivalent percentage of workload. For instance, a request for one course reassignment might equal the time spent for 3 contact hours in class and an additional 5 hours for course preparation and assessment activities, or 8 hours of weekly time commitment in a regular term. Requests for project-based course reassignments should include an expected time frame for project completion. Faculty who receive renewable reassigned time awards should present a report of activities associated with the award on an annual basis to the Dean and/or Provost (c.f. Faculty Handbook, 2.11.1.7). Faculty who wish to bank reassigned time awards should consult the Memorandum of Understanding:

<http://www.stmarysca.edu/aboutsmc/provost/forms/MOUBankedCourses.pdf>.

Approved by the Council of Deans, January 2010