

Policy Number/Title: 2.2.18 Faculty Reassigned Time Policy
Effective Since: 04/19/2021
Last Revision Approved: 04/19/2021
Responsible Office: Academic Affairs

1. Scope:

Instructional faculty (Full-time FTE)

2. Definitions:

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3. Policy:

The typical faculty course load is 12 credit hours a semester or 24 credit hours per academic year. Faculty are also expected to maintain scholarly and creative activity, professional stewardship and academic responsibility commensurate with their rank. Deviations may include factors such as external accrediting body standards; unique laboratory, studio, or clinical requirements; and grant-funded activities. Teaching loads may be determined by contact hours instead of credit hours in some circumstances. When teaching loads are governed by student contact hours, the assignment may be greater or less than the credit hours assigned to the course.

Establishing equitable standards for faculty reassigned time or temporary compensation for added responsibilities considers the existence of diverse definitions of a “full-time teaching load” within various colleges and departments. In considering added responsibilities, departments and colleges must recognize the full-time obligations of faculty, which include the four areas for faculty evaluation.

When faculty accept added responsibilities in professional stewardship that significantly exceed the expectations of their current full-time obligations, the dean may approve the course reassignment. Typically, reassignment of one course or the equivalent contact hours requires an average of 9 hours of activity a week. In certain circumstances a temporary salary adjustment may be more appropriate than a course reassignment. Reassigned time and/or temporary compensation for added responsibilities that is covered within college budgets must be approved by the dean. Temporary compensation that



requires additional funding for the college must be approved by the Chief Academic Officer.

4. Procedures:

All reassigned time and temporary salary adjustments will be negotiated by the dean in conversation with the respective department chair at the time of appointment to the added responsibilities. All reassigned time and temporary salary adjustments for added responsibilities will follow the guidelines that are part of these procedures.

Added responsibilities typically involve academic-related administrative duties such as those associated with department chairs, undergraduate and graduate program directors, interdisciplinary minor program directors, center and institute directors, named professorships, and Faculty Conference chair. Other types of added responsibilities exist with established faculty reassigned time and/or temporary compensation and may be more college specific. Deans will review all existing reassigned time and temporary compensation arrangements on an annual basis to ensure that continuation is needed and that the amount of reassigned time and temporary compensation remains appropriate.

Deans will annually evaluate the performance of all faculty members who are receiving reassigned time and/or temporary compensation in collaboration with the respective department chair, as appropriate. Faculty must include an account of their accomplishments of the additional duties in their annual reports. The evaluations completed by the respective department chairs and dean will inform decisions as to whether a faculty member should continue in an assigned role and receive reassigned time or additional temporary compensation.

Department chairs. Department chairs typically teach six credit or contact hours a semester (fall and spring), with six credits/contact hours of reassigned time a semester. The complexity of the department will guide the dean's decision as to whether the teaching load should be more or less than six credits or contact hours a semester. Factors considered in determining reassigned time for department chairs include a combination of the following: number of faculty and staff; multiple degree programs; high enrollment degree programs; accreditation demands; number of centers, institutes, or other academic ventures such as major grants; exceptional recruitment responsibilities; responsibility for equipment and/or physical plant, and budget complexity. Teaching loads and associated reassigned time will be adjusted for department chairs as circumstances change (e.g., changes in number of faculty and staff, when grants expire, etc.).

Undergraduate and Graduate Degree Program Directors. Faculty members, excluding department chairs, who assume added responsibilities as academic degree program



directors typically receive three credit/contact hours of reassigned time per year. Undergraduate or graduate program directors may receive additional reassigned time during the year if they have some combination of the following factors: an exceptionally large or complex program; exceptionally demanding accreditation requirements; exceptional recruitment responsibilities; and/or exceptionally complex assessment requirements. Teaching loads and associated reassigned time for program directors will be adjusted as circumstances change.

Center and Institute Directors. Faculty members who assume added responsibilities to direct qualifying centers, institutes, or special programs typically will receive three credits of reassigned time per semester. However, the complexity of the center, institute, or special program will guide the dean's decision as to whether the teaching load should be more or less than one course a semester. The hiring dean will consult with the home college dean on the terms of appointment for center and institute directors serving outside of their home college. Factors considered in determining reassigned time for center and institute directors include a combination of the following: number of students served; number of other constituents served; responsibility for hiring, training, supervision, and evaluation; budgetary complexity; and/or assessment complexity. Exceptions are determined at the discretion of the dean in consultation with the Chief Academic Officer. Teaching loads and associated reassigned time will be adjusted as circumstances change.

Special Faculty Appointments. Faculty selected to serve in certain special roles will receive reassigned time to perform the duties of those appointments. These include:

Named Professorships. Meritorious faculty members who are appointed to named professorships supported by endowed foundation accounts will receive reassigned time as stipulated by the deed of gift. Typically, this is two courses of reassigned time per year. Adjunct faculty costs will be covered by the respective foundation funds. Named professors may choose a stipend or travel funds in lieu of reassigned time if consistent with the deed of gift.

Faculty Conference Chair. The Faculty Conference Chair shall receive one course of reassigned time per semester to assume the added responsibilities of this role. The Chief Academic Officer will pay the salary and benefits for the adjunct instructor(s) hired to teach the courses that will allow for this reassigned time.

NCAA Faculty Representative or CHAMPS Director. Faculty members who serve as the NCAA Faculty representative or CHAMPS director will receive reassigned time as negotiated by the University President. The costs for adjunct faculty replacements for the CHAMPS director will be borne by the department of Athletics. The President's office will fund adjunct costs related to the NCAA Faculty Representative.

College Graduate Director. Typically, an Assistant/Associate Dean in the academic



college serves as the college's Graduate Director; however, a faculty member who may serve in that role may receive three credits/contact hours of reassigned time per semester with a stipend that extends the duties through the summer months. Teaching loads associated with reassigned time and the stipend amount will be adjusted as circumstances change.

Other Instances for Consideration of Reassigned Time. In addition to the above categories, reassigned time may be granted to faculty who serve in roles that might be unique to certain colleges.

5. Resources:

University wide: <https://www.winthrop.edu/academic-affairs/policies-and-procedures.aspx>

College of Arts and Sciences: <https://www.winthrop.edu/cas/faculty.aspx>

College of Business Administration: <https://www.winthrop.edu/cba/personnel-policies-and-procedures.aspx>

Richard W. Riley College of Education: <https://www.winthrop.edu/coe/faculty-manuals.aspx>

College of Visual and Performing Arts: <https://www.winthrop.edu/cvpa/faculty-resources-tenure-and-promotion.aspx>

6. History of Revisions:

04/19/2021	Minor Revisions
01/15/2021	Policy first established

7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: