

## **CUNY School of Professional Studies Guidelines for Faculty Workload and Reassigned Time**

### **Workload**

Faculty workload is governed by the PSC-CUNY Contract. The annual teaching contact hour workload is as follows:

Professors of all ranks in senior colleges 18 hours  
Substitute Professors of all ranks in senior colleges 21 hours  
Instructors and Lecturers 24 hours  
Substitute Instructors and Lecturers 27 hours  
Distinguished Lecturers and Clinical Professors 18 hours

### **Reassigned Time**

Reassigned time is granted for research, administrative duties, or special projects. Reassigned time is not guaranteed, and requests must be approved by both the Academic Director and the Senior Associate Dean for Academic Affairs, following the guidelines outlined here:

#### **I. Research**

1. Faculty reassigned time to engage in research and scholarship is specified in the PSC-CUNY Collective Bargaining Agreement (15.1.e)

“Effective with the 2020-2021 academic year, untenured Assistant Professors, untenured Associate Professors and untenured Professors (including those employed as faculty counselors or as faculty librarians) who receive an initial appointment to a professorial title on or after the start of the Fall 2020 semester will receive 18 contact hours of reassigned time to be used during their first five annual appointments, in order to engage in scholarly and/or creative activities related to their academic disciplines. In the event that such faculty member takes a leave during the specified five-year period, the period will be extended by one year. Upon receiving appointment with tenure, the faculty members specified above shall receive six (6) contact hours of reassigned time to be used during the three (3) succeeding academic years, beginning with the year in which tenure becomes effective. In the event that such faculty member receives a fellowship leave or takes other leave during the specified three-year period, the period will be extended by one year. Assignment of such reassigned time will be made by the college pursuant to guidelines designed to encourage scholarship” (15.1.3.2).

Tenure track full time faculty appointed on or after September 1, 2006, are entitled to 24 hours of reassigned time for research. This reassigned time must be used during the first five (5) annual appointments for scholarly and/or creative activities related to their academic disciplines (15.1.e.1)

2. Sponsored research funded reassigned time may be obtained provided it is included and budgeted for in the approved grant proposal. At the time of the submission of the grant application, the approvals of the Academic Director and the Senior Associate Dean of Academic

Affairs must be obtained in order to ensure that the reassigned time is consistent with the goals of the School. Once awarded, the faculty member who is the principal investigator (PI) on the grant will need to seek the approval of the Academic Director regarding how and when the reassigned time should be taken.

## II. Administrative Reassigned Time

1. With the approval of the Senior Associate Dean for Academic Affairs, Academic Directors may appoint a faculty member to take on the role of program, track, or course coordinator. The Academic Director, in consultation with Academic Affairs and program faculty, will develop job descriptions for these titles and will determine appropriate reassigned time, based on enrollments and number of sections offered.
2. Faculty may also be granted reassigned time for non-teaching responsibilities which are not included in the above categories and which fall outside of the scope of expected faculty service to the program and School. Administrative reassigned time requires the prior approval of the Academic Director and the Senior Associate Dean. Assignments are to be specified using the attached form and reviewed annually.
3. One teaching hour is equivalent to three non-teaching hours in the calculation of reassigned time work. For example: One 45-hour course release (3 hours per week) is equivalent to the expectation of 135 hours of reassigned time work (9 hours per week).

## III. Reassigned Time Caps

Other than for Academic Directors, faculty may receive no more than 9 hours of reassigned time a year for any combination of purposes except with the approval of the Academic Director and Senior Associate Dean.

## IV. Workload Management

Because of difficulties in scheduling, the distribution of teaching and reassigned time hours may be managed such that the proper balance is achieved over a three-year period.

## V. Form Submission Timeline

Academic Directors are expected to submit appropriate forms to Academic Affairs for approval at the time of the submission of the Fall schedule or by April 1st. The reassigned time request form should cover the academic year; however, if a request for Spring semester arises the form should be submitted by October 1<sup>st</sup>.

Modifications during the year should be indicated on a revised version of the form and resubmitted to Lia Kudless in Academic Affairs at [lia.kudless@cuny.edu](mailto:lia.kudless@cuny.edu).

**Faculty Reassigned Time Request**

**Name of Faculty Member:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Academic Year:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_

**Number of Spring Teaching Hours release requested:** \_\_\_\_\_

**Please provide a justification for and description of the work to be performed:**

**Faculty Signature/Date:** \_\_\_\_\_

**Academic Director Signature/Date:** \_\_\_\_\_

**Senior Associate Dean Signature/Date :** \_\_\_\_\_