GCC Discretionary Reassigned Time

Proposal for
Reassigned Time/Workload Reduction

Application and Implementation Process

To receive discretionary reassigned time, a faculty member submits the attached proposal for a project that would involve work for which they request a reduced teaching load or reduction in non-instructional workload (office hours, advising, or college service). The steps are as follows.

• Faculty discuss the proposal idea with other members of their department or program prior to submitting the application to their dean.

• Faculty submits proposal to and meets with dean to discuss application and to secure the dean’s recommendation.

• The Chief Academic & Student Affairs Officer with the deans will review all applications and determine whether to approve the reduced teaching load or non-instructional workload reduction.

• If the reassigned time is granted, the faculty implements the project and submits to their dean a written report that describes the extent to which the project’s objectives were met.

Schedule for Applying and Reporting

Spring Release Time

• Application for spring release due first Friday in October*
• Written report due by Friday before commencement

Fall Release Time

• Application for fall release due second Friday in February*
• Written reports due by first Friday of spring term

*The purpose of these application dates is to facilitate schedule planning. Application proposals submitted after these dates may be considered.

Credit-Hour Ratio

1 Credit of reassigned time = 35 total hours for reassigned time, 2 credits = 70 hours, 3 credits = 105 hours.

June 6, 2012
Application for Reassigned Time/Workload Reduction

**Instructions:** On a separate sheet, address carefully the following prompts.

**Proposal Description:** In one or two sentences, describe the proposed work.

**Objectives:** State the objectives that you will achieve this semester.

**Schedule:** List the tasks and methods that you will use to achieve your objectives. Include a tentative timeline for when each task will be completed, as well as an estimate of the number of hours to complete each task.

**Rationale:** Explain why this project justifies reduced teaching load or non-instructional workload reduction: cite benefits to the college or the community; give the historical pertinence or importance to institution; reference when applicable the mission statement, NEASC recommendations, college budget, program review, DHE mandate, etc.

**Resources:** Provide a budget (if necessary) that identifies additional resources that will be required. Include materials, equipment, and institutional funds. Identify other faculty and staff who will be involved in this project.

**Evaluation:** Describe in detail the qualitative or quantitative methods that you will use to measure the extent to which you have achieved the objectives described above. Incorporate the evaluation into your final report.

Faculty Applicant’s Signature: ____________________________ Date: _______

Dean’s Recommendation: ____________________________ Date: _______

Chief’s Determination: ____________________________ Date: _______

Release: [ ] granted Semester effective: ________________ Credits: ______
[ ] denied Comments: ____________________________________________