

Memorandum

To: College Deans

From: Edward S. Inch  
Provost and Vice President

Subject: Pilot: Assigned time for research and scholarship, year four

Date: February 22, 2021

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The faculty workload pilot for probationary faculty for AY 2021 will remain unchanged from its most recent implementation in AY 2020. Please refer to the prior memo for that academic year and notify Rafael Hernandez of any changes at the College level.

Additionally, the faculty workload pilot is being expanded in AY 2021 to include tenured faculty through the establishment of reassigned-time pools for research for colleges.

**Overview**

Colleges may reduce a tenured faculty member's workload for research and scholarship through the use of reassigned-time pools managed by the college.

**Eligibility**

1. The faculty member is a regular faculty member of a department within a college.
2. The faculty member is tenured.
3. The faculty member minimally holds the rank of associate professor.
4. The faculty member is not participating in the Faculty Early Retirement Program (FERP).
5. The faculty member is assigned a total direct instructional load of 15 WTU for the academic year.
  - In addition to direct instructional assignments, assigned time recorded using APDB assigned time codes 11, 15, 16, 17, and 18 will count towards the satisfaction of this criteria.
6. The faculty member meets other criteria (if any) established by the college.

**Funding**

Each college will be allocated a pool of WTU equal to the total eligible faculty by headcount. For example, a college with 45 eligible faculty will receive 45 WTU. Colleges within the following thresholds will receive bonus WTU via the following multipliers:

<b>Threshold of College CY FTES target</b>	<b>Multiplier</b>
100 – 101.5%	2.0
Greater than 101.5%	3.0

Both the pools and multipliers will be calculated using enrollment data from the prior college year. Unused reassigned time may be carried forward to the next fiscal year at the college's discretion and expense.

Reassigned time pools for AY 2021 are as follows:

<b>College</b>	<b>Initial WTU</b>	<b>Multiplier</b>	<b>Total WTU</b>
Business and Economics	14	1.0	14
Education & Allied Studies	18	1.0	18
Letters, Arts, and Social Sciences	41	1.0	41
Science	37	1.0	37

Cost reassignment for faculty receiving reassigned time from the pool will occur each term following the standard procedures for the recording of instructor term workload.

Funding for the faculty workload pilot primarily comes from the Academic Affairs CERF Partner fund, whose primary use is to support the academic quality of the university by providing targeted funding for faculty development, research, and scholarship. Colleges may choose to augment their workload reduction programs with their own CERF funds.

### **Restrictions**

- Expenses must be redirected at full cost (salaries and wages inclusive of benefits) using the labor cost distribution platform.
- The University's combined FTES target must be fully assigned across colleges and reached within the means of each college's allocated operating budget.

### **Assessment**

An assessment of the pilot will be conducted in Spring 2021 for consideration of institutionalizing workload reduction practices.

### **Questions**

Questions about this pilot may be addressed to:

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CC: Chair, Academic Senate