Memorandum

To: College Deans

From: Walt Jacobs
Provost and Vice President, Academic Affairs

Subject: Chair Refresh program

Date: May 8, 2023

Overview
Chair Refresh is a single term workload reduction program aimed towards providing former long-term department chairs reassigned time to kick-start their agenda of research, scholarship, and creative activities. This program is offered under the authority of Article 20 – Workload of the CFA CBA.

Eligibility
1. The faculty member is a regular faculty member of department within a college.
2. The faculty member has finished an appointment of six (6) or more consecutive academic year terms (Fall and Spring) as Department Chair (job code 2481 or 2482).
3. The faculty member has not undertaken a sabbatical during their service as Department Chair as outlined in criteria #2 above.
4. The faculty member is not under consideration for the award of a sabbatical (application, shortlist, award, or deferral of award) in the academic year immediately following their last academic year in service as Department Chair as outlined in criteria #2 above.
5. The faculty member is not (nor will be) participating in the Faculty Early Retirement Program.

Rules and Restrictions
- Eligible faculty may be reassigned from direct classroom instruction up to 12 WTU in either Fall or Spring term (but not both) in the academic year immediately following service as chair as outlined in criteria #2 above. This must be verifiable in the PeopleSoft Instructor Term Workload module or other official record of workload tracking designated by Academic Resources and Planning.
- Eligible faculty must apply for participation in the program no later than one week before the end of their last academic year in service as Department Chair as outlined in criteria #2 above.
Participation in this program is optional but only available in the academic year immediately succeeding the eligible faculty member’s last academic year as department chair as outlined in criteria #2 above.

- Eligible faculty have no rights to unassigned or unused WTU resulting from reassignment from this program.
- WTU from this program must be utilized in the reassigned term and may not be banked, traded, spread across multiple terms, or converted to additional employment.
- Deans and their respective College offices are responsible for the administration of this program.

**Funding**
For each WTU reassigned in this program, additional budget will be provided to the faculty member’s college at the standard reassigned time rate. Reassigned time must be recorded in the PeopleSoft Instructor Term Workload module or other official record of workload tracking designated by Academic Resources and Planning.

**Questions**
Questions about program may be addressed to:

Rafael Hernandez  
Associate Provost, Academic Resources and Planning  
rafael.hernandez@csueastbay.edu  
510-885-3711

WJ:rah  
CC: Chair, Academic Senate  
Attachment