POLICY:

Definition

A. For purposes of these guidelines, special assignments are referred to as non-teaching assignments for faculty members and defined as:
B. Special purpose, professional activities of college wide or district wide significance that are dependent upon faculty leadership and coordination for achieving desired outcomes and are beyond the normal duties and obligations of a full-time faculty member.
C. Full-time faculty members have professional duties and obligations for up to 30 hours per week as part of their regular program. (See Board-Union Agreement [Local 1600], VIII F 4c and “Criteria for Approval of Faculty Programs,” Index No. 2.10A)
D. The following assignments are not covered by these guidelines:
   a. Course instruction, including adult education, continuing education, special interest, and professional development;
   b. Course coordination and supporting curricular work for Center for Distance Learning (CDL); and
   c. Clinical coordination for allied health programs, requiring separate accreditation or regulatory standards.

Approval of Assignments

A. Non-teaching assignments must be approved by the President, for hours within the college’s allotment. Additional hours may be approved by the Chancellor. Requests must be submitted on the Special Assignment form (attached).
B. Work may not be initiated on a non-teaching assignment until formal approval has been given.
C. Non-teaching assignments of the following types are among those that may be approved:
   a. **Academic**: Work of an academic nature that is outcome or product-oriented, best performed by a faculty member, and beyond normal academic, professional, and department activities.
   b. **Administrative Support**: Administrative work related to academic management, governance, academic support, or similar college function that requires a work product.
   c. **Project**: Implementation of a pilot program, research project, or grant activity beyond normal required faculty duties.
   d. **Publication**: Writing, editing, or production coordination of a major publication or report.

**General Policies**

A. A President may authorize non-teaching assignments of release time at his/her discretion. No additional approvals are required. At colleges preparing a self-study for HLC/NCA accreditation, the President may assign additional contact hours per semester for a faculty coordinator.

B. A Vice Chancellor may request approval from the Chancellor for the services of a faculty member on a non-teaching assignment for released time. The request is subject to the approval of the President of the college to which the faculty member is assigned.

C. Specific qualifications for faculty selection will be determined by the President or Vice Chancellor who initiates the assignment.

D. Any assignment of a faculty member to non-teaching duties for more than six (6) contact hours of released time during a semester is reserved for the Chancellor.

**Released Time for Load/Compensation by Stipend**

A. Released time will be for load. Combinations of stipend and released time for one assignment are not allowed.

B. Stipends must be approved in advance. Payment will be based upon the number of working hours projected for the assignment. The cost center shall be included for all requests.

**Reporting, Processing and Evaluation**

A. All non-teaching assignments beyond the college allotment must be submitted to the Chancellor for approval preferably at least 30 days prior to the beginning date of the semester. If approved, copies will be forwarded to the Vice Chancellor for Human Resources for processing.

B. An evaluation report may be requested by the college or Vice Chancellor who initiates the assignment at the end of each semester or academic year for each non-teaching assignment. This report may be written by the faculty member performing the non-teaching assignment, then reviewed by the President or Vice Chancellor, and, finally, submitted to the Provost.

**NOTE:** Administrators/non-bargained for personnel shall not be awarded compensation to work on special assignments. Non-academic personnel may be awarded compensation to work on special assignments subject to applicable collective bargaining agreements.