# Reassigned Time

**Authority:**
Florida Statute: 1001.64, 1001.65
Florida Administrative Code:

**See Also:**
- Administrative Procedure 05-08AP: Reassigned Time
- Board Policy 05-09 and Administrative Procedure 05-09AP: Teaching Load

**Date Adopted:** 12/1/97; Revised 1/22/01, 11/26/01, 11/22/10

Upon the recommendation of the appropriate dean or program director, or the Vice President for Academic Affairs, the College may reassign a faculty member to a non-instructional assignment for service that benefits the College. This service may include, but is not limited to, serving as program chair, faculty senate chair, or other special program coordinator; developing or extensively revising a program; developing new instructional methods or specialized materials; or piloting an innovative teaching or learning method. Signature approval of the Vice President for Academic Affairs and the President is required.

Reassignments shall be made on an annual basis. Annual written reports shall be submitted to the Vice President for Academic Affairs through the appropriate dean.

When reassigned time is granted in combination with teaching responsibilities, the teaching load can be computed by referring to the teaching load formula (Policy 05-09), taking the mean of the "spread," reducing it by the fraction of released time granted, and reapplying the "spread" to determine the range of the workload. See Procedure 05-08 for formula and detailed procedures.

The faculty member is expected to accomplish the objectives for which the reassigned time was granted by arranging the work schedule above and beyond that required for the teaching responsibilities. Required office hours may be scaled down proportionately. Teaching, office hours, and/or planned released time work schedules must be indicated on the Teaching and Office Schedule form submitted at the beginning of each term.