

## POLICY ON ASSIGNED TIME

Faculty workloads may be reduced for research, grants, contracts, service, and special projects for the department, college/school or university through special assignment (assigned time). The Provost and Vice President for Academic Affairs (Provost) or designee must approve all assigned time.

CSU system policy requires that detailed records be maintained on all assigned time. The records are to include a description of the task to be performed within the assigned time, and formal approval of the assigned time.

Each semester, the campus submits to the Chancellor's Office a report on the assigned time authorized. In addition, the campus is expected to maintain a local summary that may be used as a basis for a review or audit of assigned time activities.

There are several types of assigned time:

- (1) those assignments made for a specific and designated project to be completed within the period of a semester or, on occasion, an academic year,
- (2) those assignments, for instructionally related activities of an ongoing nature.
- (3) assigned time for research <sup>1</sup>
- (4) reimbursed time for research; grant or contract activity <sup>2</sup>
- (5) assigned time for service activities

All requests for assigned time shall describe clearly the purpose for which the assigned time is requested, including a description of the benefits expected to accrue to the university, college/school and/or department.

All Requests for assigned time shall be forwarded through the department chair and dean to the Provost or designee. <sup>3</sup> The dean, after consultation with the department chair, shall forward a recommendation to the Provost. If necessary, the Provost shall review the proposal with the dean to ensure its appropriateness prior to making a final decision. The faculty member shall be notified of the final decision in writing.

At the close of each academic year, <sup>4</sup> each faculty member receiving assigned time is responsible for submission of a report on the performance of activities for which the assigned time was granted. The report shall be submitted to the office that authorized the assigned time. <sup>5</sup> The report is due no later than the first day of the fall semester of the following academic year.

References:                   CBA Article 20  
                                   Policy on the Assigned Time for Research Program (APM)  
                                   Policy on the Administration of Grant and Contract Activity (APM)

Recommended by the Academic Senate  
 Approved by the President

March 2003  
**March 20, 2003**

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<sup>1</sup> See Assigned Time for Research Program (APM 507)

<sup>2</sup> See Policy On The Administration of Grant And Contract Activity (APM 501)

<sup>3</sup> Department chairs do not have the authority to give assigned time for assignments within the department.

<sup>4</sup> If assigned time is for one semester only, the report shall be submitted by the first day of the next semester.

<sup>5</sup> This report may be included as part of the annual report of activities that goes to the department chair or other supervisor.