

By E-Mail

MEMORANDUM

TO: The College Presidents
The Deans of the University-wide and Professional Schools

FROM: Esdras Tulier *ET*

DATE: September 29, 2014

SUBJECT: Reassigned Time for Scholarly and/or Creative Activities for Untenured Faculty,
including Faculty Counselors and Faculty Librarians

The purpose of this memorandum is to provide guidance on the appropriate interpretation of the provisions in Article 15 of the 2007-2010 PSC/CUNY collective bargaining agreement regarding reassigned time for scholarly and/or creative activities of untenured faculty members in tenure-bearing titles.¹

The primary purpose of the reassigned time provided under the agreement is to facilitate the scholarly research, writing, and/or creative works that are required for the achievement of tenure at The City University of New York.

Eligibility

Only untenured faculty in the titles Assistant Professor, Associate Professor, and Professor, including those appointed as Assistant Professor, Associate Professor and Professor as faculty counselors and faculty librarians, are eligible for reassigned time for scholarly activities.

Full-time instructional staff who were previously appointed in other titles and then are appointed as untenured Assistant Professors, untenured Associate Professors, or untenured Professors are covered by the provision.²

Eligibility is governed by the date of initial full-time appointment as an untenured Assistant Professor, untenured Associate Professor or untenured Professor. The amount of reassigned time owed to the untenured faculty member is set forth below:

¹ See Article 15, Section 15.1(d) of the PSC/CUNY collective bargaining agreement.

² Dr. Jane Doe was appointed as a Lecturer in 1995. In 2001, she received a Certificate of Continuous Employment. On August 27, 2014, Dr. Doe was appointed as an untenured Assistant Professor. Dr. Doe is eligible for reassigned time under the agreement.

Untenured Assistant Professors, Untenured Associate Professors and Untenured Professors, including those appointed as faculty counselors and faculty librarians:

Date of Initial Appointment³
9/1/06 and after

Reassigned Time

24 contact hours total for teaching faculty during the first appointment and the next four annual reappointments⁴

1050 “clock hours” total for faculty librarians during the first appointment and four annual reappointments

900 “clock hours” total⁵ for faculty counselors during the first appointment and four annual reappointments.

Scheduling

Eligible untenured assistant professors, untenured associate professors and untenured professors **must be granted** the reassigned time provided under the agreement.

An untenured faculty member **may not waive** his/her rights to this reassigned time.

The college may schedule all of the reassigned time in one semester or one academic year⁶ or may allocate the hours during the five academic years in such a way as to encourage scholarly research, writing and/or creative works. In making the decision as to how to allocate the hours, the Department Chairperson should give full consideration to the wishes of the individual faculty member, the nature of the work that the individual proposes to perform during the reassigned time, and the instructional needs of the department.

³ Under *Bylaw* Section 6.2 e., an appointee who begins service after September 30 does not begin his/her tenure period until the succeeding September 1. Accordingly, untenured assistant professors, associate professors, and professors initially appointed on or after October 1 will be considered to have an initial appointment as of September 1 of the following calendar year. For example, as Assistant Professor hired on October 1, 2014 will be considered to have an initial appointment as of August 26, 2015.

⁴ For example: Dr. John Smith is appointed as an untenured Assistant Professor on 8/27/14. He is eligible for a total of 24 contact hours of reassigned time during academic years 2014-15; 2015-16; 2016-17; 2017-18 and 2018-19.

⁵ The difference in the number of “clock hours” for faculty librarians and faculty counselors reflects the different workweek for faculty librarians (35 hours) and faculty counselors (30 hours).

⁶ If the reassigned time granted to an untenured assistant professor, associate professor, or professor results in that faculty member having no teaching responsibilities during a semester, the faculty member is nonetheless in active status and not on leave. Such a semester, in which the faculty member is granted full reassigned time, is counted as service toward the achievement of tenure.

College Responsibility

Department Chairpersons are expected to provide guidance to untenured faculty members in their departments regarding progress toward meeting the scholarly requirements for tenure. The discussion on the allocation and use of reassigned time should be part of the ongoing dialogue with the untenured faculty member through the academic year and during the annual evaluation conference. Academic Deans should note and comment, as appropriate, on a faculty member's use of reassigned time as part of the pre-tenure review.

The department and college must maintain accurate records of the amount of reassigned time granted in each semester and the total number of semesters in which the reassigned time was granted.

The President bears ultimate responsibility for ensuring that this reassigned time is administered appropriately.

If you have any questions, please contact me at 646 664 3291. Thank you for your cooperation.

c: Interim Executive Vice Chancellor Julia Wrigley
 Vice Chancellor Pamela Silverblatt
 Vice Chancellor Gloriana B. Waters
 Chief Academic Officers
 Chief Administrative Officers
 Human Resources Directors
 Labor Designees
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