Memorandum of Understanding for SMCC Reassigned Time
Approved by SMCC Faculty Senate April 3, 2025

The purpose of this memorandum is to outline the Self-Evaluation and Application processes for Faculty Reassigned Time. This agreement has been submitted to the SMCC Vice President of Academic Affairs and Faculty Senate. This MOU will be in effect until May 2026, during which an evaluation will inform any revisions and/or its incorporation into the SMCC College Plan in accordance with appropriate deadlines.

I.   **From the Residential Faculty Agreement (RFA)**

   A. **Reassigned Time:** Full-Time Faculty may be reassigned from their Core Functional Area duties to fulfill other important roles within the College and District when such reassignment serves a public purpose for the District's benefit and the District's payments are reasonable in light of the benefits it receives. (Article 1, Definitions)

   B. **Load and Load-Equivalents:** The term Load is used to quantify work related to teaching. Full-Time Instructional Faculty are accountable for 15 Load hours of teaching per semester. The term Load-Equivalent is used to quantify workload related to Full-Time Service Faculty non-instructional work. Full-Time Service Faculty are accountable for 15 Load-Equivalent hours per semester. Each Load hour of teaching or Load-Equivalent hour of Service Faculty work equates to two (2) clock hours of work per week during the semester. (Article 1, Definitions)

   C. **Reassigned time** is provided when Full-Time Faculty accept faculty-appropriate, substantial, and complex work assignments to advance the mission of the College at the request of the Administration. (Article 5, Faculty Assignments)

   D. The RFA requires that all Division Charters include the dispensation of supervisory compensation among the supervisory duties, including summer compensation. (Article 7.2.4, Supervisory Duties)

   E. Division Supervisory Roles are funded by the Supervision Budget, which is based on the previous 9-term Average Load and Load-Equivalents generated by the College. Allocation of the Supervision Budget requires that the faculty member has been delegated specific supervisory duties involving at least one other individual (one adjunct, for example). These roles include, but are not limited to, Faculty Chair, Assistant Faculty Chair, Occupational Program Director, Academic Program Director, Service Program Director, Evening Supervisor, Summer Supervisor, Lab Technician Supervisor, Lead Faculty, Course Coordinator, Adjunct Faculty Evaluator, and Clinical Coordinator. (Article 7, Leadership)

   Hereafter, Reassigned Time is referred to as RAS.

II.   **Evaluation Process**
   For all Awarded RAS Assignments: By March 1 of each year, VPAA sends out an email reminder to complete RAS Self-Evaluations, accompanied by the link to the **online RAS Self-Evaluation Form**. The RAS Evaluation Committee, consisting of the VPAA or designee, Faculty Senate President or designee, and, when RAS is outlined in the Charter, the respective Division Chair, will meet in April to evaluate the submissions. After initial consultation with the respective Chair, the VPAA will send feedback to each Faculty member by May 1. Failure to complete a Self-Evaluation by the deadline may result in forfeiture of the Assignment, after which it may be filled by other interested Faculty.
   Deadline to submit all RAS Self-Evaluations: First Friday after Spring Break

III. **Process for Requesting RAS**
- A. **Academic Division Supervisory Roles (refer to Sections I.D and I.E):** Refer to the current Division Charters within the SMCC College Plan for the Application process. Faculty serving in these RAS Assignments do not submit an additional Application to the VPAA for consideration as each Division outlines the selection process for these roles.
- B. **Division Chairs:** By May 1, the VPAA and Faculty Senate President will confirm the Faculty elected as Chairs through the established process in the College Plan. Division Chairs do not submit an additional Application to the VPAA for consideration.
- C. **Elected RAS Assignments:** By May 1, the Faculty Senate President along with the Senate will confirm the elected RAS Assignments through the established elections process in the Senate Constitution. To be considered for one of the elected RAS positions, Faculty must respond to the Faculty Senate President Call for Nominations during the election cycle. The Faculty Senate President will deliver the results of elections to the VPAA before the last day of accountability each May. Faculty serving in Elected RAS Assignments do not submit an additional Application to the VPAA for consideration.

Elected RAS Assignments		
To be considered, respond to the Faculty Senate President Call for Nominations. These Assignments do NOT require an additional Application.		
RAS Assignment	**Term Length**	**Maximum Load Per Semester 1 Load = 32 Clock Hours**
Faculty Professional Growth Sabbatical Representative	3 years	1.5 Load = 48 clock hours
Faculty Professional Growth Travel Representative	3 years	1.5 Load = 48 clock hours
Faculty Senate President	2 years	6 Load = 192 clock hours 3 Load, Summer = 13 weeks, 78 clock hours
Faculty Senate President-Elect	1 year	3 Load, Spring = 96 clock hours 1 Load, Summer = 13 weeks, 26 clock hours
Faculty Senate Past President	1 year	3 Load, Fall = 96 clock hours

- D. **Non-Elected RAS Assignments:** By February 1, the VPAA and Faculty Senate President confirm which Non-Elected RAS Assignments are approaching end of term, as well as any additional vacant Non-Elected RAS Assignments. By March 1, the VPAA sends a callout to all Faculty to submit a RAS Application using the **online RAS Application** for the open roles, accompanied by a description including duties and responsibilities of the role(s). In April, the VPAA and the Faculty Senate President jointly confer to identify the preferred candidate for each vacant role.
Deadline to submit online RAS Application: Second Friday after Spring Break

Non-Elected RAS Assignments To be considered, only respond to the VPAA Callout using the online RAS Application.		
RAS Assignment	**Term Length**	**Maximum Load Per Semester 1 Load = 32 Clock Hours**
Assessment Co-Chairs Alternating term years	2 years	3 Load per Faculty = 96 clock hours
Curriculum Design Facilitator (District)	3 years	6 Load = 192 clock hours
DECA Advisor	2 years	3 Load = 96 clock hours
Teaching Online Committee Faculty Co-Chair	2 years	3 Load = 96 clock hours
Faculty Developer /PAR and PARC (District)	3 years	6 Load = 192 clock hours
Faculty Developer/Faculty Development (District)	3 years	3 Load = 96 clock hours
Honors Program Director (District)	3 years	6 Load = 192 clock hours
International Education Coordinator	2 years	3 Load = 96 clock hours
Phi Theta Kappa (PTK) Coordinator	2 years	6 Load = 192 clock hours
Sustainability Coordinator	2 years	2 Load = 64 clock hours
Writing Center Coordinator	1 year	1 Load = 32 clock hours

E. **Proposals for New RAS Assignments:** By February 1 of each year, the VPAA sends a callout to all Faculty to propose any RAS Assignments that are not currently institutionalized by the college. Faculty with specialized skills, unique training, and opportunities may initiate complex work projects that advance the College mission and values, and/or ongoing accreditation efforts. These Assignments must also be accompanied with a plan and timeline to either embed the project into regular College operations, or identify the end date of the Assignment. In April, the Evaluation Committee meets to evaluate any New RAS Assignment Applications. By the second Friday after Spring Break, Faculty should submit a RAS Application using the **online RAS Application**.
Deadline to submit New RAS Applications: Second Friday after Spring Break

New RAS Assignments To be considered, Faculty must submit the online RAS Application. 1 Load Hour is equivalent to 32 Clock Hours per semester

IV. **Timeline of the RAS Self-Evaluation and Application Processes**

Timeline in Effect Through 5/9/25 (current year)	
April 1, 2025	VPAA and Faculty Senate President confirm which Non-Elected RAS Assignments are approaching end of term, as well as current and upcoming vacancies

April 4, 2025	VPAA Office sends callout to submit
	1. RAS Self-Evaluations
	   ● Includes link to RAS Self-Evaluation Dynamic Form
	2. RAS Applications for Vacancies
	   ● Includes link to RAS Application Dynamic Form
	   ● Includes description, duties and responsibilities of each role
	3. Applications to propose New RAS Assignments
	   ● Includes link to RAS Application Dynamic Form

By April 18, 2025	All RAS Self-Evaluations due
By April 25, 2025	All RAS Applications due
April 28 - May 2, 2025	Evaluation Committee meets
By May 9, 2025	● Faculty Senate President notifies VPAA of election results for Elected RAS Assignments ● VPAA sends feedback regarding Self-Evaluations and Applications to each Faculty member

Timeline in Effect After 5/9/25 (effective Fall 2025)	
By February 1st	● VPAA and Faculty Senate President confirm which Non-Elected RAS Assignments are approaching end of term, as well as current and upcoming vacancies ● VPAA sends callout to all Faculty to propose New RAS Assignments

By March 1st	VPAA Office sends callout to submit
	1. RAS Self-Evaluations
	   ● Includes link to RAS Self-Evaluation Dynamic Form
	2. RAS Applications for Vacancies
	   ● Includes link to RAS Application Dynamic Form
	   ● Includes description, duties and responsibilities of each role

First Friday after Spring Break	All RAS Self-Evaluations due
Second Friday after Spring Break	All RAS Applications due

April	Evaluation Committee meets for recommendations and feedback on all RAS Self-Evaluations and Applications
By May 1st	- VPAA and Faculty Senate President confirm Faculty elected as Chairs - VPAA sends feedback regarding Self-Evaluations and Applications to each Faculty member - Faculty Senate President confirms all Faculty in Elected RAS Assignments
By Last Day of Spring Accountability	Faculty Senate President notifies VPAA of election results for Elected RAS Assignments

Signatures:

_____   4/4/25
Dr. Alice Murillo, Vice President of Academic Affairs   Date

_____   4-4-25
Dr. Dolores Urbieta, Faculty Senate President   Date

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Appendix A

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RAS Self-Evaluation Form

Hyperlink: https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://sts.windows.net/8a5b6fd2-f50d-4565-910a-1ffe6454e368/&SpSessionAuthnAdapterId=Maricopa&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53f122cc-b8d4-4987-bea4-ed677c09bcc2

To be completed by all Faculty awarded RAS (including Division Chairs)

Reassigned Time Awarded: Each load hour equates to a minimum of two hours of work time per week or 32 hours per semester.

Q: What type of Assignment is this (drop-down)?
- Division Supervisory Role
- Elected RAS Role (Senate, FPG)
- Non-Elected Role

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Name of the RAS Assignment

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List the goals for this reassigned time

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Measurable Outcomes
- Include both long term outcomes, if applicable, and measurable outcomes for this academic year

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Activities Completed

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Timelines of Activities Completed

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Dates/Frequency of Planned Activities

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Time Commitment
- Note: 3 hours of reassigned time is equal to 6 clock hours of work a week or 96 clock hours a semester
- How did the number of reassigned time hours relate to the number of work hours required to complete the duties for this project?
- You may attach additional documentation if necessary.

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Describe the tangible benefits derived from this Assignment for students, the College, and the District
- Include any alignment with College/District initiatives and/or strategic priorities along with corresponding data
- Attach supporting documentation

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Comments:

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If needed, upload additional documentation below: (three pdf buttons to attach files)

Routed to Div. Chair, then Dean, then VPAA

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RAS Application Form

Hyperlink:
https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://sts.windows.net/8a5b6fd2-f50d-4565-910a-1ffe6454e368/&SpSessionAuthnAdapterId=Maricopa&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f399a4bcc-6d9d-4a99-935e-08cd325e4b8c

To be completed by all when proposing New RAS or when applying for a Vacant (Non-Elected) RAS Assignment.

Reassigned Time Awarded: Each load hour equates to a minimum of two hours of work time per week or 32 hours per semester.

Q: What type of Assignment are you requesting (drop-down)?
- Division Supervisory Role
- Elected RAS Role (Senate, FPG)
- Non-Elected Role

Name of the RAS Assignment

List the goals for this reassigned time

Measurable Outcomes
- Include both long term outcomes, if applicable, and measurable outcomes for this academic year

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Proposed Activities

Timelines of Proposed Activities

Dates/Frequency of Planned Activities

Time Commitment
- Note: 3 hours of reassigned time is equal to 6 clock hours of work a week or 96 clock hours a semester
- How did the number of reassigned time hours relate to the number of work hours required to complete the duties for this project?
- You may attach additional documentation if necessary.

Describe the tangible benefits derived from this Assignment for students, the College, and the District:
- Include any alignment with College/District initiatives and/or strategic priorities along with corresponding data
- Attach supporting documentation

Comments:

If needed, upload additional documentation below: (three pdf buttons to attach files)

Routed to Div. Chair, then Dean, then VPAA