

Reassigned Time Acknowledgement & Request Form

In order to better understand budgetary needs and monitor workload, the college is asking faculty to provide what reassigned time s/he will be seeking each term. All reassigned time require approval from the Department Chair and College Dean.

The Reassigned Time Acknowledgment & Request Form is available in the CAL Sign System, https://rocket.csusb.edu/supervision/public/forms/reassigned_time/create.

In addition, the form can be found at <https://www.csusb.edu/cal/faculty/resources>

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Administrative Forms and Resources

- [2016 - 2017 Lecturer Evaluation Form](#)
- This form is based on the Attachment 8 (see pp. 72-78) of [2016-2017 Performance Review and Procedures for Periodic Evaluation Booklet](#).
- [Online Grade Change Quick Guide](#)
- [What the student grade grievance form looks like](#)
- [Reassigned Time Acknowledgement & Request Form](#)
 - [Reassigned Time Acknowledgement & Request Form](#)
 - [College of Arts and Letters Reassigned Time Guidelines](#)
 - [Reassigned Time Considerations](#)
 - [Proposed Reassignment Time Recommendations](#)

The deadline to submit the form is August 20th for your known reassigned time for the following Academic Year. Of course, reassigned time may be awarded later in the academic year and we ask that the form is submitted well in advance of the term you are taking the reassigned time.

The form is driven by the funding source/awarding unit.

1. CAL and Department Funded (Internal)- will require a Reassigned Time Report at the end of each Academic Year. You will be notified by email that a report is required.
2. Externally Funded (i.e. external grants, Academic Affairs, and other campus departments)-no report required.

Select the funding source. Please note: A separate form must be submitted for each different funding source.

CALSIGN

Dashboard
Manage
Report

Hello, Duyen Fuller

Log Out

REASSIGNED TIME ACKNOWLEDGEMENT & REQUEST FORM

Select the funding source/awarding unit. A separate form must be submitted for each different funding source/awarding unit.

Please select...

Please select...

College of Arts & Letters (CAL)

Department

Academic Affairs (AA)

Academic Research (AR)

Academic Technologies & Innovation (ATI)

California Faculty Association (CFA)

Chancellor's Office (CO)

College of Education (COE)

College of Natural Sciences (CNS)

College of Social & Behavioral Sciences (SBS)

External Grant

Drop down menu

1. Reassigned Time Acknowledgement & Request Form (Internal)

- Select funding source College of Arts and Letters (CAL) or Department

CALSIGN

Dashboard
Manage
Report

Hello, Duyen Fuller

Log Out

REASSIGNED TIME ACKNOWLEDGEMENT & REQUEST FORM

Select the funding source/awarding unit. A separate form must be submitted for each different funding source/awarding unit.

College of Arts & Letters (CAL)

Please select...

College of Arts & Letters (CAL)

Department

- A message will appear to remind you that a reassigned time report through CAL-Sign must be submitted by the end of the AY. In addition, you will also receive a reminder by email.

CALSIGN Dashboard Manage Report Hello, Duyen Fuller

REASSIGNED TIME ACKNOWLEDGEMENT & REQUEST FORM (INTERNAL)

Please submit a reassigned time report through [CAL-Sign](#) by the end of the academic year.

Continue

Select

- c. Select, home department

REASSIGNED TIME ACKNOWLEDGEMENT & REQUEST FORM (INTERNAL)

Please select your department:

Department *

Art & Design

Searching...

Art & Design

Communication Studies

English

Liberal Studies

Music

- d. Enter the following information:
- Academic Year: i.e. 2021-2022
 - Assignment: i.e. CAL Minigrant, Graduate Coordinator, Dean's Fellow, Assessment Coordinator, etc.
 - Comments: Optional

REASSIGNED TIME ACKNOWLEDGEMENT & REQUEST FORM (INTERNAL)

Please select your department:

Department *

Art & Design ▼

Faculty Name

Duyen Fuller

Coyote ID

003090827

Academic Year *

2021-2022 ▼

Assignment *

Assessment Coordinator

Funded by (A separate form must be submitted for each different funding source.)

College of Arts & Letters (CAL) ▼

Comments

- e. Enter the Description of Reassigned Time:
 - i. WTUs: Number of WTUs, i.e. 3
 - ii. Semester: term taking reassigned time, Fall or Spring
 - iii. Description of the goals/objectives and expected actions
 - iv. Description of the expected outcomes/deliverables
- f. Select the “ADD” button if you have another course release to enter that is funded by the same funding source and Academic Year.
- g. The Total WTUs will automatically calculate.
- h. Enter Type of Request: New or Revision
- i. Select, Save & Review

Reassigned Time

Please give a detailed explanation of type of work, total work hours, etc. for each semester.

If you have another course release to enter that is funded by the **same funding source and Academic Year**, please use the "Add" Button at the bottom of the form to insert more fields.

WTUs *	Semester *
<input type="text" value="3"/>	<input type="text" value="FALL"/>
Description of the goals/objectives and expected actions: *	
<div><div>Test</div><div></div></div>	
Description of the expected outcomes/deliverables *	
<div><div>Test</div><div></div></div>	
Please use the "Add" button to enter additional reassigned time <input type="button" value="Add"/>	
Total WTUs	Type of Request *
<input type="text" value="3.00"/>	<div><div>Select</div><div>New request</div></div>
<input type="button" value="Cancel"/>	<input type="button" value="Save & Review"/>

j. Review reassigned time entry

REASSIGNED TIME ACKNOWLEDGEMENT & REQUEST FORM (INTERNAL)

Almost done







Your draft form has been saved. Please review and click the **Sign & Submit** button to send requests for signatures.

Faculty Name Duyen Fuller	Coyote ID 003090827
Academic Year 2021-2022	Assignment Assessment Coordinator
Funded by (Reassigned time founded by a different source must submit by a separate form.) College of Arts & Letters (CAL)	
Comments N/A	
Description of Reassigned Time	
WTUs	3
Semester	FALL
Description of the goals/objectives and expected actions:	Test
Description of the expected outcomes/deliverables	Test
Total WTUs 3.00	Type of Request New request

[Close](#) [Edit](#)

[Sign & Submit](#)

Review Level

-  **Matthew Poole**
DEPARTMENT CHAIR
Matthew.Poole@csusb.edu
-  **Rueyling Chuang**
DEAN
Yli@csusb.edu
-  **Michelle Fuller**
COLLEGE TRACKER
Yli@csusb.edu
-  **Diana Nieto-Godinez**
RECORDER
Yli@csusb.edu
-  **Felipe Jimenez**
DEPARTMENT ASC
Felipe.Jimenez@csusb.edu
- 

Tools

[Download PDF file](#)

k. Select, Sign & Submit

Almost done

Your draft form has been saved. Please review and click the **Sign & Submit** button to send requests for signatures.

Faculty Name Duyen Fuller
Academic Year 2021-2022
Funded by (Reassigned time founded by a different source must submit by a separate form.) College of Arts & Letters (CAL)
Comments N/A
Description of Reassigned Time
WTUs

Sign & Submit



[Cancel](#)

[Sign](#)

- The form will be routed for approval and signatures:
 - Department Chair
 - Dean

- iii. College Tracker
- iv. Recorder
- v. Department ASC

REASSIGNED TIME ACKNOWLEDGEMENT & REQUEST FORM (INTERNAL)







Out for signatures

Your form has been sent to Matthew Poole for signature.

Faculty Name Duyen Fuller	Coyote ID 003090827
Academic Year 2021-2022	Assignment Assessment Coordinator
Funded by (Reassigned time founded by a different source must submit by a separate form.) College of Arts & Letters (CAL)	
Comments N/A	
Description of Reassigned Time	
WTUs	3
Semester	FALL
Description of the goals/objectives and expected actions:	Test
Description of the expected outcomes/deliverables	Test
Total WTUs 3.00	Type of Request New request

[Close](#) [Edit](#)

Review Level

	Matthew Poole DEPARTMENT CHAIR Matthew.Poole@csusb.edu
Email sent at 2021-06-08 16:23:50	
	Rueyling Chuang DEAN Yli@csusb.edu
	Michelle Fuller COLLEGE TRACKER Yli@csusb.edu
	Diana Nieto-Godinez RECORDER Yli@csusb.edu
	Felipe Jimenez DEPARTMENT ASC Felipe.Jimenez@csusb.edu
	

Tools

[Download PDF file](#)

- m. Select, Close
- n. After the form has been completed, a confirmation email will be sent

2. Reassigned Time Acknowledgement & Request Form (Externally Funded)

- a. Select external funding source (not College of Arts & Letters or Department)

CALSIGN [Dashboard](#) [Manage](#) [Report](#) Hello, Duyen Fuller [Log Out](#)

REASSIGNED TIME ACKNOWLEDGEMENT & REQUEST FORM

Select the funding source/awarding unit. A separate form must be submitted for each different funding source/awarding unit.

Please select...

Please select...

College of Arts & Letters (CAL)

Department

Academic Affairs (AA)

Academic Research (AR)

Academic Technologies & Innovation (ATI)

California Faculty Association (CFA)

Chancellor's Office (CO)

College of Education (COE)

College of Natural Sciences (CNS)

College of Social & Behavioral Sciences (SBS)

Drop down menu

- b. A message will appear indicating that Report Form through CAL Sign is not required. However, a report may still be required by the Awarding Unit.

REASSIGNED TIME ACKNOWLEDGEMENT & REQUEST FORM (EXTERNAL)

Since your reassigned time is NOT being funded by CAL or your Department, the Report form is not required for CAL. A report may still be required by the funding source.

Continue

Select

- c. Select, home department

REASSIGNED TIME ACKNOWLEDGEMENT & REQUEST FORM (EXTERNAL)

Please select your department:

Department *

Communication Studies

Drop down
menu

Select

Cancel

Next

d. Enter the following information:

- i. Academic Year: i.e. 2021-2022
- ii. Assignment: i.e. Untenured Reassigned Time, AR Mini-grant, CEAT Award, etc.
- iii. Comments: Enter the Funding Source/Awarding Unit if “Other” was selected

REASSIGNED TIME ACKNOWLEDGEMENT & REQUEST FORM (EXTERNAL)

Please select your department:

Department *

Communication Studies

Faculty Name

Duyen Fuller

Coyote ID

003090827

Funded by (A separate form must be submitted for each different funding source.)

Academic Affairs (AA)

Academic Year *

2021-2022

Assignment *

Untenured Reassigned Time

Comments (If the funding source is Other, please specify here.)

e. Enter Reassigned Time information:

- i. WTUs: Number of WTUs, i.e. 3
- ii. Semester: term taking reassigned time, Fall or Spring

- f. Select the “ADD” button if you have another course release to enter that is funded by the same funding source and Academic Year.
- g. The Total WTUs will automatically calculate.
- h. Enter Type of Request: New or Revision
- i. Select, Save & Review

Reassigned Time

Please give a detailed explanation of type of work, total work hours, etc. for each semester.
If you have another course release to enter that is funded by the **same funding source and Academic Year**, please use the "Add" Button at the bottom of the form to insert more fields.

WTUs *	Semester *
<input type="text" value="3"/>	<input type="text" value="SPRING"/>

Please use the "Add" button to enter additional reassigned time Add

Total WTUs	Type of Request *
<input type="text" value="3.00"/>	<input type="text" value="New request"/>

Cancel

Select
Save & Review

- j. Review reassigned time entry and submit







REASSIGNED TIME ACKNOWLEDGEMENT & REQUEST FORM (EXTERNAL)

Almost done

Your draft form has been saved. Please review and click the **Sign & Submit** button to send requests for signatures.

Faculty Name Duyen Fuller	Coyote ID 003090827
Funded by (A separate form must be submitted for each different funding source.) Academic Affairs (AA)	
Academic Year 2021-2022	Assignment Untenured Reassigned Time
Comments (If the funding source is Other, please specify here.) N/A	
Reassigned Time	
WTUs	3
Semester	SPRING
Total WTUs 3.00	Type of Request New request

Review Level

	Shafiqur Rahman DEPARTMENT CHAIR Shafiqur.Rahman@csusb.edu
	Rueyling Chuang DEAN Yli@csusb.edu
	Michelle Fuller COLLEGE TRACKER Yli@csusb.edu
	Diana Nieto-Godinez RECORDER Yli@csusb.edu
	Linda Sand DEPARTMENT ASC LSand@csusb.edu
	

[Close](#)[Edit](#)[Sign & Submit](#)[Tools](#)

- k. The form will be routed for approval and signatures:
- Department Chair
 - Dean
 - College Tracker
 - Recorder
 - Department ASC