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](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](https://www.csusb.edu/cal/faculty/resources)

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.
1. **Reassigned Time Acknowledgement & Request Form (Internal)**
   a. Select funding source College of Arts and Letters (CAL) or Department

   b. 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.
c. Select, home department

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

<table>
<thead>
<tr>
<th>WTUs *</th>
<th>Semester *</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>FALL</td>
</tr>
</tbody>
</table>

Description of the goals/objectives and expected actions: *

Test

Description of the expected outcomes/deliverables *

Test

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

<table>
<thead>
<tr>
<th>Total WTUs</th>
<th>Type of Request *</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.00</td>
<td>New request</td>
</tr>
</tbody>
</table>

j. Review reassigned time entry
k. Select, Sign & Submit

The form will be routed for approval and signatures:
   i. Department Chair
   ii. Dean
iii. College Tracker
iv. Recorder
v. Department ASC

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)
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.

c. Select, home department
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

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

j. Review reassigned time entry and submit
The form will be routed for approval and signatures:

i. Department Chair

ii. Dean

iii. College Tracker

iv. Recorder

v. Department ASC

k. The form will be routed for approval and signatures:

i. Department Chair

ii. Dean

iii. College Tracker

iv. Recorder

v. Department ASC