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Academic Affairs  
*Office of the Provost and Vice President*

October, 20, 2016

Colleagues,

In my brief tenure at CSUSB, I have been incredibly impressed by the quality and commitment of our faculty. On a campus that places student success as the lead initiative of its strategic plan, you embody that value in your scholarship, advising, teaching and research.

I also recognize the inherent challenges associated with your individual workloads, reflected by a recommendation by the CSUSB Q2S Steering Committee to establish a 3/3 semester baseline schedule. Giving our faculty the resources they need to be successful stands as my highest priority, but this must be accomplished in a transparent system, where each of us can be accountable to one another.

We are working with deans to develop a clear path for reassigned time, one that meets institutional priorities and keeps the campus fiscally accountable. I am in favor of a reduced workload for those that work to meet the mission and goals of CSUSB. However, I have also noticed a number of inconsistencies in the way releases have been handled. We currently approve an average of 2.6 courses of reassigned time per tenured/tenure-track faculty member each year with wide variability among colleges.

The university estimates that the replacement costs associated with the current level of reassigned time is over \$7 million annually, which sits inside the permanent budget allocations to the colleges and academic departments. As we convert to semesters, university leadership commits to carrying this financial commitment forward and has no intention of changing the ability of deans to review and grant reassigned time that meets institutional priorities and keeps the institution accountable for its actions. Providing equitable treatment to faculty is very important to me, therefore we will be establishing a baseline teaching load of 4/4 under the semester system with a promise that faculty will be provided ample opportunities through their college deans to have reassigned time.

I imagine many of you are concerned with this decision, but let me be clear that opportunities for reassigned time will continue to be available at the present level in a process that is clear to everyone across campus. There should never be any ambiguity on why reassigned time is being given.

Most importantly, thank you for your continued hard work and dedication to our students. I look forward to working with each of you as we bring clarity to this important process. As I begin my visits with departments, I will be happy to answer any specific questions that you have.

Best,  
Shari McMahan, Ph.D.  
Provost and Vice President for Academic Affairs

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