

**Title: Alternative Assignment Policy and Procedure**

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| <input type="checkbox"/> <b>Initial Action:</b>   | <b>No date: Replaces Faculty Release Time</b> |
| <input type="checkbox"/> <b>Board Resolution:</b> | <b>96-069</b>                                 |
| <input type="checkbox"/> <b>Last Revised:</b>     | <b>3/2/2022</b>                               |
| <input type="checkbox"/> <b>Policy:</b>           |   |
| <input type="checkbox"/> <b>Procedure:</b>        | <b>3/2/2022</b>                               |
| <input type="checkbox"/> <b>Last Reviewed:</b>    | <b>3/2/2022</b>                               |
| <input type="checkbox"/> <b>Effective:</b>        | <b>10/1/2014</b>                              |
| <input type="checkbox"/> <b>Next Review:</b>      | <b>3/2025</b>                                 |
| <input type="checkbox"/> <b>Responsibility:</b>   | <b>Chief Academic Officer or designee</b>     |

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**POLICY:**

The College administration may request that faculty members perform alternative projects as part of their semester load. In addition, faculty members may propose alternative assignments as part of their semester load.

**PROCEDURE:**

1. The faculty member and their Dean will discuss the potential alternative project prior to course schedules being set.
2. For a faculty proposal, the faculty member shall clearly state the number of credit hours they are requesting to be authorized for the alternative project. For administrative proposals, the faculty member and administration will work together to reach a mutual agreement as to the nature of the project and the number of credit hours authorized.
3. The Dean will then forward his/her recommendation regarding the proposal to the Chief Academic Officer for approval. The decision of the Chief Academic Officer is final. Once a mutual agreement is reached on the proposed alternative assignment, written documentation will be provided to all involved parties, as well as Human Resources.