

# Faculty Replacement Time – Rationale & Coding

**Definitions:** “Reassigned time,” “reassigned load” and “reassignment” refer to a portion of a faculty member’s load being *temporarily* diverted from his or her base assignment, whether instructional or student services. That is if it weren’t for the reassignment, the faculty member would be paid to teach a class or counsel students or serve at the library information desk, etc. Because the faculty member has been reassigned, the district must pay *someone else* to do the work that would have been done by the faculty member. The district also pays the faculty member to perform the reassigned duties as well. This memo is intended to describe how to code the “*someone-else backfill*.”

Other activities also take faculty members out of their normal duties, including banking and sabbaticals. This memo also describes how to code the “*someone-else backfill*” for these activities.

**Rationale:** Faculty reassigned time represents an important and significant investment of district resources. Reassigned time comes in a variety of forms, some contractually-obligated (and also contractually-limited) and others discretionary (with no explicit limits). Assignments may be ongoing (e.g. Senate or YFA President), seasonally-appropriate (e.g. accreditation), long-standing and traditional (e.g. curriculum chair), or dedicated to a particular project for a short time. By contrast, “faculty coordinator” duties are inherent in the faculty member’s job description and performed every semester for the duration of the contract. As such, faculty coordinator duties are *not* a reassignment. Coordination is a *base* assignment – the person, for instance might teach for 80% of her load and perform coordination for 20% of her load, ongoing, every semester *ad infinitum*.

All reassigned time represents a cost to the college and the district. The purpose of this memo is to standardize coding of reassigned time within Ellucian Colleague’s FASC-Faculty Assignment Screen in the Teaching Arrangement field in order to track those costs to the appropriate cost center.

## Replacement Coding Summary

**Short version:** When a full-time faculty member is out for one of the activities listed below, *another* PTOL employee must be coded as noted to properly track associated costs and contractual limits.

Activity	Code	Limits and checks	YFA Contract
Banked Leave	REP B	Significant leaves all coded (not minor leaves to cover underload situation, e.g. 5%)	Article 10
Academic Senate (Governance)	REP G	1.6 at MJC, 1.0 at Columbia, and 0.20	Article 23.8.5
Other Reassigned Time	REP R	At college discretion. No explicit limit. (e.g. Curriculum Chair, SLO Chair, Accreditation Chair)	NA
YFA – Representation (leadership)	REP Y	1.5 paid by district. Amount over 1.5 charged to YFA.	Article 23.8.4
YFA – Negotiations	REP N	1.0 paid by district. Amount over 1.0 charged to YFA.	Article 23.8.3
Sabbatical	REP S	Amount of sabbaticals = amount coded REPS	Article 9
Late Retiree	REP L	Confer with district researcher	NA
Special Management Approval	REP M	Confirm with upper management and confer with district researcher, HR, and finance	NA

**Expected Hours of Work for Reassigned Time:** Per the YFA contract, Article 4.1, the faculty work week consists of 42.5 total hours per week for 16 weeks. Reassignment entails replacement of a specified percentage of the faculty member’s overall duties for the term. That is, a 20% reassignment for an instructional faculty member does not represent a 3-hour lecture each week, but rather the entirety of preparation, instruction, grading, and student contact for a 3-unit lecture course, for a total exceeding 100 hours of work.

## Further Instructions and Rationale

- **REP B - Replacement-Banking.** When a full-time faculty member is on a scheduled banked leave (of a full class or more), then another PTOL employee must be coded with REP B for an amount equivalent to the banked leave. District accounting staff will transfer funds from the banking fund to the PTOL account to cover the extra PTOL expense incurred by the college to cover the employee on banked leave. The banking records of the employee on banked leave will be deducted by the appropriate number of hours. That is, the money that the full-time employee banked in the past is used to pay the PTOL employee backfilling his or her assignment.

Partial banked leaves just to cover an underload situation (e.g. 5% short) do *not* need REP B coding of another PTOL employee.

*End result: Amount of banking used each term  $\geq$  Amount coded REP B.*

*Amount of **scheduled, significant** banking used = Amount coded REP B.*

- **REP G - Replacement-Governance.** When a full-time faculty member serves as an Academic Senate officer, then another PTOL employee must be coded as REP G. Only use REP G for contractual/obligatory expenses, not discretionary reassignments. Contractual amounts are 1.6 FTE at MJC and 1.0 FTE at Columbia.

*End result: Amount coded REP G = 1.6 at MJC, 1.0 at CC.*

- **REP R - Replacement-Reassign.** When a full-time faculty member serves some other college-assigned position that is NOT part of the 1.6MJC/1.0CC core governance load, use the REP R code. REP R coding should represent necessary but discretionary, non-obligatory expenses for the college. Examples include Curriculum Chair, SLO Chair, Accreditation Chair, etc. Some other PTOL employee must be coded as REP R to match.

*End result: Amount of discretionary reassigned time = amount coded REP R.*

- **REP Y - Replacement-YFA Representation.** When a full-time faculty member serves on a YFA assignment (other than negotiations), another PTOL employee must be coded REP Y for an equivalent amount. Per contract, the "first" 1.5 FTE is paid by the district. Any amount over 1.5 is "buy-up" option for YFA. District accounting staff will calculate the total FTE of REP Y-coded classes and charge YFA for the amount in excess of 1.5 FTE.

*End result: District pays the first 1.5 FTE of REP Y-coded classes. Amount over 1.5 FTE is charged back to YFA.*

- **REPN - Replacement-YFA Negotiations.** When a full-time faculty member serves as a member of the YFA negotiations team, another PTOL employee must be coded with REPN. Up to 1.0 FTE is paid by the district for negotiations and grievance work, per contract. Anything over 1.0 FTE is "buy-up" option for YFA. District accounting staff will calculate the total FTE of REPN-coded classes and charge YFA for the amount in excess of 1.0 FTE.

*End result: District pays the first 1.0 FTE of REPN-coded classes. Amount over 1.0 FTE is charged back to YFA.*

- **REPS - Replacement-Sabbatical.** When a full-time faculty member is on sabbatical, another PTOL employee must be coded as REPS an amount equivalent to the sabbatical leave. This will be 100% for a full-semester or full-year sabbatical, or 50% for a "working sabbatical." By coding sabbatical replacements fully in this manner, the district will demonstrate the true cost of sabbaticals which could potentially be used as a cost savings in the event of a significant financial crisis.

*End result: Total amount of sabbatical leave each term = total amount coded REPS.*

- **REPL - Replacement-Late Retirees.** When a faculty member retires after a certain late date, the district is not required to replace the position as part of the FON calculation. Classes originally intended to be taught by the late-retiring faculty member should be coded as REPL. Consult with Shawna Dean, District Director of Research and Planning, prior to using this code, as it has an impact on FON and 75/25 calculations.
- **REPM - Replacement-Special Approval by Management (Use only sparingly).** This code is to be used as an "other" category, but only sparingly with explicit written approval by upper management and a description provided to Human Resources, Finance, Instruction, and Research offices.

- **Program Coordination**

- When a faculty member performs **program coordination** as part of their contractual load (e.g. hospitality, fire, EMS at 20%), those are NOT backfilled with any of these replacement codes. There IS NO replacement. They're just performing non-instructional duties as part of their base load. It is not a reassignment.
- On the FAOA Screen, this portion of the person's load should be noted. A summary of all faculty coordinator duties should be prepared by each college and submitted to Vicki Fontana.
- For uniformity of titles, the following format is recommended:  
**Faculty Coordinator: Area**  
(E.g. Faculty Coordinator: Fire Technology)