

CBA Tip: *Career Education Reassigned Time*

The CBA designates a total of 3.00 FTE (or 45 LHE) per semester of Reassigned Time for Career Education faculty to perform CE duties beyond the scope of their regular assignment (E.3.0). Each fall, the Dean of Career Education sends an email to inform faculty of the application and review process for how this allocation will be made among the approximately three dozen CE faculty who apply each year. The details of this process can be found in Appendix 4, and faculty must apply/reapply every year for the subsequent academic year's allocation.

E.3.0 REASSIGNED TIME FOR CAREER EDUCATION DUTIES

Career Education (CE) full-time faculty are eligible for reassigned time based on CE duties performed. The available CE reassigned time shall be distributed based on the criteria outlined in Appendix 4.2 and administered by the CE dean. The details of the application process are outlined in Appendix 4.1.

The basic distribution formula is:

*annual FTE for CE individual =
(individual hours validated) ÷ (total hours validated) x (FTE provided)*

The total CE reassigned time provided shall be 3.00 FTE (45.0 LHE) per semester.