

ASC Procedure for: Appointments to Reassigned/Release Time positions related to Academic and Professional Matters

1. Identify and reach agreement with administration about which release time positions are related to academic and professional matters. Document positions in Memorandum of Understanding
 - a. ReleaseTime_MOU_V1 page 1
2. Reach agreement with CCC VPI (or designee) about process and timeline for release time appointments and work. Document process in Memorandum of Understanding and Timeline
 - a. ReleaseTime_MOU_V1 page 2
 - b. RT_TimelineWithCurrentPositions (RT_Timeline Page)
3. At the end of each term of appointment, ASC President and VPI review each position description and make mutually agreed-upon changes/updates as appropriate.
4. Keep records shared between ASC and VPI of faculty appointments, amount of release time, start dates for current term and associated manager
 - a. RT_TimelineWithCurrentPositions (RT_CurrentRoster Page)
5. Keep current versions of all working documents used by administration and ASC in Sharepoint called "Release Time Team"
 - a. Current position descriptions
 - b. Processes and timeline for recruitment, selection, onboarding and performance accountability
 - c. Records of individual faculty

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