

**Memorandum of Understanding: Faculty Release time Positions in which the Academic Senate Council has an interest related to Academic and Professional Matters and/or Participatory Governance.**

The ASC and the College Vice President (or designee) collaborate on the development of the job description, recruitment of faculty, interview and selection, and onboarding and performance review procedures for the following release time positions:

Participatory Governance committee chairs with faculty designations and release time:

- Distance Education (DE) Committee chair and DE coordinator duties 50%
- Planning Committee co-chair ~~50%~~ 40%
- Professional Development committee chair 20%
- SLO/AUO committee chair ~~20%~~ 40%

Ongoing faculty work related to academic and professional matters

- ~~Articulation officer 60%~~
- Per Ankh coordinator 20%
- Council of chairs co-chair ~~10%~~ 20%
- Instructional Designer (formerly DE Trainer) 25% (~~20%?~~)

Grant-funded work related to academic and professional matters

- Guided pathways steering committee co-chair 30%
- GP PPP WG co-chair 20%
- GP PS WG co-chair 20%
- GP FYE WG co-chair 20%
- HSI-STEM Coordinator 50%
- OERI Coordinator 20% SEAP
- POCR lead 20% - OEI/CARES
- Instructional Designer 20% - OEI/CARES
- Instructional Designer 20% - OEI
- Accessibility Specialist 20% - OEI/CARES
- Accessibility Specialist 20% - OEI/CARES
- DE Student Support Specialist - CARES

Note:

- Academic Senate Council (ASC) President is 100% release time as per UF contract and an elected position with a 2 year term
- ASC Vice President (CIC chair) is a 50% release time elected position with a 2 year term
- There are many department/discipline-specific release time positions, which do not seem reasonable as ASC purview

**The following process** was followed for release time appointments beginning in Fall 2020: Distance Education Coordinator and Committee Chair, Professional Development Committee Chair, Guided Pathways PPP Counselor Lead, Guided Pathways FYE Faculty lead, Guided Pathways Steering Committee Faculty Lead, DE Accessibility Specialist, DE POCR Lead, DE OER Coordinator, DE Instructional Designer, DE Student Support Specialist

1. ASC president reviews the reassigned time job description in partnership with the CCC vice president (or designee)
  - a. Current descriptions stored in CCC Release Time Team 2020 Sharepoint
2. ASC president and CCC vice president (or designee) jointly announce job openings via email to all faculty.
  - a. Complete job description and term
  - b. Description of criteria used in selection process (experience related to job description, committee experience, leadership experience, etc.)
  - c. Recruitment message stored in Release Time Team 2020 Sharepoint
3. Faculty submit letter of interest that addresses selection criteria to ASC office administrative assistant and/or Vice President's office administrative assistant
  - a. All letters archived in Release Time Team 2020 Sharepoint
4. Applicants are interviewed by the ASC president and CCC vice president (or designee) and successful applicants announced via campus-wide email.
  - a. Vice president (or designee) offers positions to successful candidates
5. Successful applicants work with their division deans to complete the CCC Request for Reassignment.
  - a. Job description is transcribed to this form, including term of service (2 years unless posted otherwise)
  - b. Deliverables are transcribed to this form
6. The target for completion of this process for each position is May 15, to allow for schedule planning for the following academic year.
7. The faculty assume their release time position and do the work
  - a. Onboarding meeting with ASC President and college Vice President (or designee) is held by the beginning of the fall semester to develop a shared understanding of expectations and deliverables for the position.
  - b. This is basically a review of the "request for reassignment form", with agreed-upon modifications as appropriate
  - c. Faculty receiving release time have the option of providing monthly summaries of accomplishments/deliverables, or may use the time and effort forms. Faculty receiving OAS payment must use the time and effort forms to account for work.
8. By the halfway mark of the spring semester, ASC president and president (or designee) consults with faculty member for a 'check in' (faculty member might discuss discrepancies between job description and actual work expected, constructive feedback might be provided to faculty member, etc)