

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
FULL-TIME FACULTY REASSIGNED/RELEASED TIME AUTHORIZATION**

ACADEMIC YEAR _____

Last Name: _____ **First Name:** _____ **Employee ID #:** _____

Campus: _____ **Division:** _____ **Department:** _____ **Date:** _____

Check one: REASSIGNED TIME (Exec. Head, Dept. Chair, Coordinator, Scheduler, etc.)
 RELEASED TIME (FA Negotiator, Academic Senate Representative)

Is this an additional request (for the current fiscal year)? Yes No
 Is this a revision to a previously submitted request (for the current fiscal year)? Yes No

I. ASSIGNMENT

Type of Assignment, i.e., Dept. Chair, Coordinator, etc. (please attach duties to be performed on a separate sheet). For each, also indicate the load amount by quarter (i.e., .111):

Assignment #1: _____
 Summer Qtr: _____ Fall Qtr: _____ Winter Qtr: _____ Spring Qtr: _____ Total Annual FTE: _____

Assignment #2: _____
 Summer Qtr: _____ Fall Qtr: _____ Winter Qtr: _____ Spring Qtr: _____ Total Annual FTE: _____

Note: Reassigned/released time amounts must correspond to regular class loads for this instructor.

II. CONTRACT CHANGE

Permanent Index (as budgeted in EBA046):

Reassign From (if this is a change):

Reassign To:

Index	Account	%	Index	Account	%	Index	Account	%
Total			Total			Total		

**Notes: 1. Reassigned time should be charged to the FOP to which the expense belongs, not necessarily to where the funding is.
 2. Percentages by Index Code & Account should equal 100%.**

III. STUDENT INFORMATION

CMS (Change to Master Schedule) Entry Information - Banner Screens SSASECT & SIAASGN

Quarter: _____ Course ID: _____ Load: _____ CRN No.: _____
 Quarter: _____ Course ID: _____ Load: _____ CRN No.: _____
 Quarter: _____ Course ID: _____ Load: _____ CRN No.: _____
 Quarter: _____ Course ID: _____ Load: _____ CRN No.: _____

APPROVALS

 Faculty Member Date

 Division Dean Date

 Vice President or Designee Date

 Assoc. Vice President of Instruction (DA) Date
 VP/AVP, Finance & Admin Services (FH)

 Campus Budget Office Date

 President Date

For District Human Resources, DA Office of Instruction & FH Scheduling Office Use Only

NBAJOBS _____ - 00
 _____ - PA

Last Name: _____ First Name: _____ Employee ID #: _____ Date: _____

IV: REPLACEMENT COST FUNDING

How will the part-time 1320 faculty replacement costs, as a result of this reassigned/released time, be funded? (This applies only if an instructor is being reassigned or released from 1160 to 1260.) Select from one of six options:

With "B" budget (Fund 114)

The 1260 reassigned time assignment should be kept in Fund 114 (or 122).

"B" budget should be taken from (indicate index code): _____

Financial Manager's Approval: _____

With Self-Sustaining Funds (115)

The 1260 reassigned time assignment may be charged to either Fund 114 or 115.

a. If the reassigned time assignment is charged to Fund 114, replacement costs should be transferred from Fund 115 to the 1320 account in Fund 114.

Fund 115 funds should be transferred from (indicate index code): _____

Financial Manager's Approval: _____

b. If the reassigned time assignment is charged to Fund 115, the part-time faculty replacement costs should be transferred from the 1160 lapse account in Fund 114 to the 1320 lapse account.

With Grant Funds

In this instance, the higher 1260 reassigned time assignment **MUST** be charged to the grant, and this should be budgeted for accordingly. 1320 instructional expenses should not be charged to a grant because we don't receive WSCH, or apportionment funding, if charged to – and paid for – by a grant.

Dates of Authorized Work: Start Date _____ End Date _____

Part-time faculty replacement costs will be transferred from the 1160 lapse account in Fund 114 to the 1320 lapse account.

With Foundation Funds

The 1260 reassigned time assignment should be kept in Fund 114 (or 122). If charged to a foundation FOAP, this expense does not get reported on our 311 to the state.

Replacement costs should be transferred from the Foundation to Fund 114, pending the Foundation's approval and availability of funds.

Funds should be transferred from: Foundation Index Code _____

Corresponding Billback (Fund 114080) Index Code _____

Financial Manager's Approval: _____

Faculty Association

A maximum of four (4) FTE of released time for Faculty Association is budgeted for by the district. Replacement costs for released time over four FTE will be invoiced to Faculty Association (attn: Suzanne Elwell).

Academic Senate

A maximum of two (2) FTE of released time for Academic Senate is budgeted for by the district. Replacement costs for released time over two FTE will be funded either by 1) the faculty member's respective campus, or 2) invoiced to the state Academic Senate if the faculty member is performing duties at the state level and a letter has been received notifying the district.

Note: This completed form is due to HR by September 14. If this request is received and processed after September 14th, labor redistributions to correct the allocation of labor and benefits may need to be processed. This should be done by the campus budget analysts.