

**THE CITY COLLEGE
GUIDELINES FOR WORKLOAD AND RELEASED-TIME**

Workload

The annual teaching contact hour workload in organized classes shall be as follows:

Distinguished Professors	9 hours
Professors, Associate Professors, Assistant Professors	21 hours
Instructors and Lecturers	27 hours

New untenured faculty hired on September 1, 2006 or later must be released from 24 contact hours in their first 5 years of employment. In the fourth or fifth year, 9 of these hours may be collected in a single semester in order to secure a release from teaching for that semester, subject to the approval of the Chair and the President.

The teaching load includes released-time assigned to an individual and approved by the Dean and the Provost. Employees on the teaching staff shall not be required to teach an excessive number of contact hours, assume an excessive student load, or be assigned an unreasonable schedule. The teaching staff has the obligation, among others, to be available to students, to assume normal committee assignments, and to engage in research and community service.

In order to avoid loss of hours due to scheduling difficulties, the annual workload shall be managed over a three-year period. The intent of this provision is to ensure that classroom contact hours, under-scheduled or over-scheduled in one year because the courses assigned to the faculty member do not permit an exact correspondence with the stated workload, may be added or subtracted in a subsequent year within a three-year period. Calculated as a running average over the three-year period, the average annual teaching contact hour workload of every faculty member shall equal the number of hours specified above.

All teaching assignments and all approved released-time hours must be reported and recorded for the semester in which they occur. Faculty members should not “bank” workloads in excess of the required limit (overload) to be used for future released-time. The accumulation of fractional contact hours resulting from thesis supervision or similar mentoring activity does not count as “banking.”

Large Classes. Instructors who teach a large section with an actual enrollment of 80 students or more may be granted double credit. To receive the additional contact hours, the instructor should be personally responsible for grading and supervision of all class activities. It will be up to the determination of the Dean whether teaching assistant support for large sections is also appropriate.

Released-Time

Released-time includes all approved assignments beyond regular classroom contact hours. Released-time can be granted based on the activities listed below. It is understood that one hour of released-time should be equivalent to three hours of weekly activity. Workloads for faculty members who serve as Executive Officers for doctoral programs are established by the Graduate School and University Center. Certain faculty members such as the Chair of the Faculty Senate, the Chair of the PSC/CUNY Chapter and the

Grievance Counselor, the Chair of the Faculty Committee on Personnel Matters, the Ombudsman, and faculty in similar positions, receive released-time for University and College service.

In granting released-time to full-time faculty members, Chairs and Deans must adhere to the following instructions.

Faculty with Sponsored Research

Faculty members who have substantial sponsored research from external funding sources with funded released-time must teach 6 contact hours per semester. In the case of exceptional support for sponsored research from external funding sources, further reductions may be considered, although no faculty member may be entirely released from teaching for a semester without the approval of the President. Courses cannot include Independent Studies, Recitation hours, Lab Supervision or similar activities that do not involve direct contact with students in a classroom.

Faculty without Sponsored Research

Faculty members who are active scholars or engaged in equivalent creative activities, [according to the standards of their discipline and as approved by their dept. chair] but without external funding for their work, will receive three (3) hours of released-time per year. They may receive additional released-time for mentoring graduate students, according to the guidelines below.

Faculty members without sponsored research who are not engaged in research or scholarship must teach 21 contact hours per year. Courses cannot include Dissertation Supervision.

1. Department Chairs

Released-time for Department Chairs per academic year will be as follows:

For departments with less than 10 FTE faculty	9 hours
For departments with 10 to 19 FTE faculty	12 hours
For departments with 20 to 29 FTE faculty	15 hours
For departments with 30 to 39 FTE faculty	18 hours
For departments with 40 or more FTE faculty	24 hours

Released-time for Department Chairs can be shared between the Chair and his/her Deputy Chair provided that the combined released-time does not exceed the hours listed above. FTE is the sum of active full time faculty members, Lab Technicians, and 1/7 of all the courses assigned to adjunct instructors. Additional released-time for department Chairs may be granted for departments with accreditation requirements, large numbers of majors, or other exceptional administrative burdens.

2. Program Directors

In general, released-time for degree program directors, including master's degree programs, is 3 hours per academic year. For master's programs admitting large number of students (approximately 50 students or more), the released-time shall be 6 hours per year. Released-time for Ph.D. programs is given to the Executive Officer of the program, and should not be given to additional faculty members, except in the autonomous programs of the Grove School of Engineering, where up to 6 hours per year may be given.

3. Sponsored Research

Released-time may be supported by external funds. The number of hours of released-time are determined by the fraction of the professor's salary that the total dollar amount represents, unless restricted by grantor policies.

4. Un-sponsored Research

Faculty members who wish to receive released-time for un-sponsored research must submit a request in writing to the Chair of the Department. The request must include a statement of goals and an updated record of recent research accomplishments and publications. The Chair can grant released-time only with the approval of the Dean and the Provost. The Dean will submit a report of un-sponsored released-time for his/her division to the Provost each semester with a summary of faculty accomplishments. Released-time for un-sponsored research is limited to a maximum of 3 hours per year, depending on the level of research productivity. Faculty with PSC awards for released-time will also be eligible for un-sponsored research released-time. During the period that they benefit from the 24 contractual hour provision noted above, untenured faculty will generally not be eligible for additional released-time for un-sponsored research, although the Chair, in consultation with the Dean and approval of the Provost, may grant additional released-time for un-sponsored research to new untenured faculty members.

Faculty members who feel that they have been unfairly denied released-time for un-sponsored research may appeal their cases to the relevant Divisional P&B.

5. Student Mentoring

In general, Department Chairs should schedule courses requiring faculty mentoring (e.g. Independent Studies, Thesis, Fieldwork, Capstones etc.) only when these courses are required for majors as specified in the City College Bulletin.

Faculty members who wish to mentor students must first consult with their Chairs to make sure that these activities do not interfere with their availability for classroom instruction. Student mentoring and thesis advising must be limited so that the combined contact hours do not exceed 3 hours per year.

Doctoral Students: In conformity with Graduate Center guidelines, each semester of registration for dissertation supervision or independent study is counted as 0.6 contact hours for each student. However, dissertation supervision for the same student can only be counted for a maximum of six semesters, or the equivalent of three years. Students must be registered in approved doctoral courses.

Master's Students: Each semester of registration for thesis supervision is counted as 0.6 contact hours for each student. However, thesis supervision for the same student can only be counted for a maximum of three semesters, or the equivalent of one and one half years. (The maximum may be fewer and will vary per department and with the nature of the work supervised.) Students must be registered in approved thesis supervision courses. Accumulated master's thesis supervision credit will be calculated from the period beginning in Fall 2010. Released-time for master's thesis supervision that has taken place prior to Fall 2010 will be considered on a case-by-case basis and approved by the dean and provost.

Independent Studies/Honors Research/Fieldwork: For independent study, honors research, and research mentoring at the undergraduate or master's level, 0.5 credit hour will be earned for the first student

enrolled and 0.25 credit hour for each additional student enrolled in the same semester, with total compensation not to exceed 3 credits. A faculty member presenting clear evidence that s/he is offering independent study on separate topics to a group of students may be eligible for credit of 0.5 hour per student upon recommendation of the Department Chair and approval of the Dean.

Faculty will be limited to a maximum of three (3) hours of released-time per year for thesis supervision and other mentoring activities. Exceptions to this limit require justification by the Department Chair and approval of the Dean and the Provost.

Procedures for Claiming Student Mentoring Released-Time:

Only supervisions beginning with the fall 2010 semester may be counted.

No more than one supervision release per year may be claimed.

A supervision release can't be collected if that would bring the faculty member's teaching load below 2/2, with the exception of Distinguished Professors.

Until a more automated system is established, the following process will apply for claiming a release:

- 1) Keep copies of the official rosters of your registered thesis supervisions and approved independent studies as they accumulate.
- 2) In the semester in which you accumulate a fifth supervision, request in writing the release from your Chair, accompanying your request with copies of the relevant rosters.
- 3) Consult with your Chair, who may wish to consult with the Dean, the semester in which you claim the release. Releases should ordinarily be taken in the year following the semester in which they're claimed; i.e. they're not "bankable."
- 4) Once a valid claim for a supervision release is presented, the accumulation of supervisions is liquidated, and counting begins anew with the following semester. (Thus, if you've accumulated, for example, 8 supervisions in the semester in which you claim a release, the "extra" three supervisions don't roll over into the next semester.) The new count begins following the semester when the release is *claimed* and not the semester when it is collected.

6. Miscellaneous

It is recognized that faculty members can be granted released-time for other non-teaching responsibilities that are not included in the above categories (e.g., administrative assignments, advising of large numbers of students, special college-wide committee work, etc.) These assignments require the approval of the Dean and the Provost. It is also recognized that in cases deemed exceptional by the Provost, deviations from the guidelines of increased or decreased released-time may be judged to be in the best interest of the College.

December 6, 2011