

Article 12 - Academic Leadership Roles

This article includes a description of the responsibilities and the compensation structure for the academic leadership roles that may exist within an academic department. These roles include Department Chair, Assistant Department Chair, Program Director and Lead Faculty. Faculty will be contracted for only one Academic Leadership position at a time. Exceptions for extenuating circumstances must be approved by the Vice President of Academic Affairs prior to offering a contract consisting of multiple Academic Leadership positions at a time.

The Academic Leadership Role, assigned bargaining unit member, and the final allocation of release time will be published and kept updated online on the Faculty Infobook website and on a page linked from the Vice President of Academic Affairs webpage. Academic Leadership Role job descriptions will be published and kept updated on the Faculty Infobook website and linked from the Vice President of Academic Affairs webpage.

Bargaining unit members on annual contract positions including Department Chairs, Assistant Department Chairs, Program Directors, and Lead Faculty may be removed from the position:

- A. By the Vice President of Academic Affairs, on the recommendation of the unit member's Dean.
- B. If a bargaining unit member is relieved of the administrative duties of their Academic Leadership role, the faculty member shall continue as a member of the faculty, with all rights and privileges of the faculty. If a bargaining unit member is relieved from the role and assigned a new teaching load, the assignment must be a course in which the faculty member has previously taught. If the aforementioned teaching load is unavailable, the Dean, upon approval of the Vice President of Academic Affairs, will assign the faculty member other duties to fulfill workload obligations.

Major responsibilities are representative of the primary duties assumed and carried out by the Department Chair, Assistant Department Chair, Program Director and Lead Faculty in adherence with Article 24: Work Out of Title, of the approved NFA Collective Bargaining Agreement.

I. Department Chairs

Section 1. Department Chair Summary

The Department Chair position manages and facilitates daily administrative operations of the academic department which it oversees. Responsible for day-to-day functions, the Chair works with key internal and external stakeholders (including faculty, staff, and students) to align departmental academic functions in carrying out CSN's strategic plan, mission, vision, and goals.

Department Chairs are members of the bargaining unit. The Department Chair primarily serves as the direct supervisor of the faculty in the department and as the central leader for all operations of the academic department. The Department Chair supports the work of faculty and staff in reaching the goals of the department and the institution. A faculty member serving as a Department Chair will maintain all rights and privileges as a member of the full-time faculty.

Section 2. Major Responsibilities

- A. Oversees the day-to-day operations of the department.
- B. Provides supervision and evaluation of departmental faculty and staff, including the recommendation of teaching assignments in collaboration with the faculty member.
- C. In consultation with the full-time faculty in the department and the dean, determines the need for assistant chair, program director, and/or lead faculty positions within the department, per section II.
- D. Leads the consultative process in selecting assistant chairs, program directors, and/or lead faculty. The Department Chair is responsible for the supervision and guidance of these roles/positions.
- E. Facilitates departmental communication through conducting departmental meetings and using other mediums as necessary.
- F. Manages departmental budgets. Distributes budget information to Program Directors.
- G. Oversees course schedules in conjunction with departmental leadership with college-level guidance provided by the appropriate academic dean and the VPAA.
- H. In conjunction with the Dean, resolves student issues and makes recommendations as appropriate.
- I. Provides oversight and administration of CSN and NSHE policy for the department, in conjunction with the Dean.
- J. Oversees the hiring, supervision, and evaluation of part-time faculty within the department with the support of other academic leaders in the department as appropriate.
- K. Serves as the department representative to the College.
- L. Provides oversight and administration in matters of curriculum development and modification.
- M. Engages in recruitment and hiring processes for staff and full-time academic faculty.
- N. Conducts program reviews, while engaging in strategic planning and accreditation for the department.
- O. Oversees assessment activity associated with student learning outcomes.
- P. Ensures professional development opportunities for faculty and staff within the department.
- Q. Demonstrates a commitment to diversity, equity, and inclusion.

If sabbatical is granted and accepted, a faculty member serving in the Chair position must resign the Chair position for the duration of their elected term.

All job descriptions and responsibilities of a Department Chair position will be posted in accordance with the Reassigned Time article in this contract.

Section 3. Compensation

Within 30 days of this CBA ratification, current Department Chairs may elect in writing to the dean and VPAA to stay within the current department chair compensation model (release time and stipend) for the duration of their current department chair term. However, the current stipend that is tied to the outcome of the annual evaluation has ended. Existing department chairs at the time of the ratification of this CBA who do not elect in writing within 30 days to the dean and VPAA to stay within the current department chair compensation model for the rest of their current term will automatically default to the compensation model noted here in Section 3 beginning on July 1, 2023, following the ratification of this contract.

Following the completion of their current term, all existing department chairs who run and are re-elected to a new term will be placed within the following compensation model as noted here in Section 3. All new chairs who are elected following the ratification of this new contract will be compensated based on the following model:

A. Contract Type

1. Department Chairs will work on an “A” Contract
 - a. A Contract: Department Chairs placed on a twelve (12) month A contract will be paid an additional 1.34 multiplier above the “B” contract as prescribed in NSHE Procedures and Guidelines. Department Chairs will have the option of teaching during the summer term on a separate, summer school teaching contract for up to 9 IU’s as prescribed in and superseding the CBA summer teaching article. “A” contracts require an annualized faculty workload of 38 instructional units (typically 15 IU’s in the fall, 15’s in the spring and 8 IU’s in the summer). Additionally, all department chairs will receive eight (8) instructional units of reassigned time during the summer term.
 - b. “A” contracts include the accrual of vacation days per NSHE Board of Regents Handbook, Title 4, Chapter 3, Section 20.
 - c. Department Chairs are expected to adhere to 35-hour weekly requirements but are able to maintain flexibility to develop their schedules. Schedules may be discussed and approved by the direct supervisor.

B. Reassigned Time:

1. Each Department Chair will receive a minimum of six (6) instructional units of reassigned time in the fall semester and a minimum of six (6) instructional units of reassigned time in the spring semester. Additional reassigned time may be granted for Department Chair duties based on the complexity and size of the department in accordance with the variables noted below. Any additional reassigned time will be granted in multiples of three (3) instructional units per fall and spring semester up to a maximum of 12 instructional units for the fall and 12 instructional units for the spring. All Department Chairs are required to teach a minimum of 3 IUs per fall and spring semesters.
2. The data and formula used to calculate a Department Chair’s reassigned time will be provided by Institutional Research and/or the Finance Office, confirmed by the Office of the Vice President

of Academic Affairs and the Dean, and shared with the Department Chair by the Dean in writing prior to the beginning of the academic year. Any changes to the Department Chair's reassigned time will be shared by the Dean in writing, prior to the changes taking effect.

3. The appropriate level of reassigned time will be determined annually by a Department Chair point system as described below.
 - a. Variable 1: Number (as full-time equivalent) of full-time faculty and staff: the number of full-time faculty and staff supervised by the Department Chair in the department during the fall semester of the previous academic year. Includes number of academic faculty, administrative faculty and classified staff under the Chair in the department, and excludes the Chair.

FT faculty & staff	1- 10	11-20	21-30	31-40	41-50	51-60	61-70	71-80
POINTS	1	2	3	4	5	6	7	8

*Table continues in standard increments for departments with additional FT faculty & staff.

- b. Variable 2: Number (as full-time equivalent) of Part time faculty and staff supervised by the Department Chair: the number of part time faculty and staff serving in a department during the fall semester of the previous academic year.

PT faculty & staff	1-14	15-29	30-44	45-59	60-74
POINTS	1	2	3	4	5

*Table continues in standard increments for departments with additional PT faculty & staff.

- c. Variable 3: Total number of student credit hours: the total number of student credit hours (SCH) taught by the department in the prior academic year.

SCH	1 - 12,000	12,001 - 17,000	17,001 - 22,000	22,001 - 27,000	27,001 - 32,000
POINTS	1	2	3	4	5

*Table continues in standard increments for departments with additional SCH.

- d. Variable 4: Financial/Budget Management: Amount of money in budgeted operating lines (annually) in accounts (e.g., state accounts, lab fees/special course fees accounts, differential fee accounts, gift accounts, etc.) that are managed by the department chair in the prior academic year.

Amount in Budgeted Accounts	\$1,000-\$25,000	\$25,501-\$50,000	\$50,001 - \$75,000	\$75,001 - \$100,000	\$100,001+
POINTS	1	2	3	4	5

*Table continues in standard increments for departments with additional amounts in Budgeted Accounts.

- e. Variable 5: Total number of active skills certificates, certificates of achievement, and degrees offered within the department.

Total Number of Skills Certificates, Certificates of Achievement and Degrees	1-5	6-10	11-15	16-20	21-25
POINTS	1	2	3	4	5

*Table continues in standard increments for departments with additional amounts of Skills Certificates, Certificates of Achievement and Degrees.

- f. Variable 6: Additional Department Leadership Support: the number of assistant department chairs, program directors, course or lab coordinators, and lead faculty who serve in compensated positions (e.g., reassigned time, stipends, etc.) and support the operations of the given department within the given academic year. Note, points earned through variables 1-5 above will be added up and then points will be deducted from that total based on the outcome of variable 6.

Number of Dept. Leadership Support Positions	1-3	4-6	7-9	10-12	13+
POINTS	-1	-2	-3	-4	-5

4. Reassigned Time Calculations for Annual Release

POINTS	Reassigned Time Per Semester (not including Summer)
1 - 8	6 IU's
9 - 14	9 IU's
15+	12 IU's

Section 4. Chair Vacancy Provision

- A. If no eligible member of the department wishes to serve as Department Chair or a vacancy occurs off contract or too close to the end of the faculty contract to conduct an election, the Dean shall appoint, with approval of the Vice President of Academic Affairs, an interim Department Chair, who will serve until a new Department Chair is elected. The Dean and Vice President of Academic Affairs must select a faculty member from (in order of preference) i) the same department, ii) another department within the division, or iii) if neither i nor ii are available, full-time teaching faculty college-wide.

Section 5. Voting Rights

- A. Academic faculty members have voting rights in one department as indicated by their current contracts and must have at least fifty percent of their teaching load assigned to that department.
- B. Administrative faculty members assigned with at least 50% of their responsibilities to an academic department shall have voting rights in that department.
- C. If a faculty member is split between two different departments, he/she will choose one department as their “home” department for the purpose of participating in a department chair election. Voting rights may be re-established every election cycle. An individual cannot vote in more than one department within a three-year period.
- D. Administrators, including but not limited to Deans, Associate Deans, and Vice Presidents, shall not have voting rights in Department Chair elections.
- E. As long as the candidates’ names have been submitted timely, the President’s power to disqualify a candidate shall only be exercised prior to the department candidates meeting. If the President disqualifies a candidate, s/he will provide an explanation to the disqualified candidate, CSN-NFA, and notify the department of any ineligible candidates in advance of the election, and provide sufficient time and notice for other candidates to run. The President must affirm or reject the outcome of the election. If a candidate is not affirmed, it must be due to circumstances arising after the nomination period.
- F. Upon the Faculty Senate Chair's receipt of a nomination for the position of Department Chair, the Faculty Senate Chair shall inform the faculty in the subject department of the candidate wishing consideration within two business days.
- G. Human Resources will provide a list of eligible voting members in the department to the Faculty Senate Chair, the Dean, or appropriate designees. The Deans or designee will confirm the accuracy of the list. The list will include the following information for department members eligible to vote: first and last names, and CSN email addresses.

Section 6. Accountability

- A. The Department Chair is accountable to the appropriate Dean and Vice President of Academic Affairs for all of the responsibilities outlined in Section 2.
- B. Department Chairs are evaluated by the same criteria as used for other faculty for their teaching responsibilities.
- C. Evaluation as Department Chair
 - 1. Prior to April 15 of each year, the appropriate Dean will invite all full-time and part-time faculty members and staff to comment on the performance of the Department Chair during the present academic year. These comments will be submitted electronically and gathered by the Dean. The Dean will summarize the feedback received and will include the summary in the annual department chair evaluation. The Department Chair will be evaluated by the Dean annually,

based upon the performance of the duties as outlined in the Department Chair position description.

2. If a Department Chair receives an unsatisfactory evaluation for the Department Chair duties, the Dean with the Department Chair will develop a remediation plan with stated outcomes. Failure to improve pursuant to the remediation plan or a subsequent unsatisfactory evaluation may lead to removal as Department Chair by the Dean with concurrence of the Vice President of Academic Affairs. Unsatisfactory Department Chair evaluations may be appealed to the Vice President within 30 calendar days. In the event a Department Chair is removed they are ineligible to run for department chair in the future for a minimum of three years.
3. Within 30 working days of ratification, a taskforce will be formed to create standardized Department Chair performance assessment rubric and rating systems, based on the job descriptions, utilizing satisfactory and unsatisfactory ratings. The taskforce will include one administrator, appointed by the VPAA, and one faculty, appointed by CSN-NFA, and one Department Chair, appointed by Chair of the Council of Chairs. Committee recommendations will be provided to the Office of the VPAA and CSN-NFA, in consultation with Human Resources, for final review and approval. The Department Chair rubric and rating system will take effect beginning July 1, 2023.

Section 7. Training

Department Chairs will receive training to develop competencies in all areas of responsibility related to this position. The Dean and Vice President are responsible for ensuring Department Chair training. Department Chairs will meet with CSN-NFA every fall semester at the Council of Chair's meeting, to be updated on CSN-NFA contract information as it relates to the Department Chair's responsibilities.

II. Determining Allocation of Other Academic Leadership Roles Within a Department

In addition to having Department Chairs, academic departments may be allocated one or more of the following additional academic leadership roles: Assistant Chair, Program Director, and/or Lead Faculty based upon the provisions noted below.

Section 1: Allocation of an Assistant Department Chair to an Academic Department

In order for a department to be considered for an Assistant Chair role, four variables will be evaluated annually to determine the department's size and complexity. A department must meet a minimum of three of the four following variables in order for there to be one assistant department chair role within the department:

- # of Full-Time Faculty in Department
- Total # of Degrees & Certificates offered within the Department
- # of Annualized Class Sections Offered by the Department
- # of Annualized Unduplicated Student Headcount Enrolled in Classes in the Department

Total # of FT Faculty	Total # of Degrees & Certificates Offered	Total # of Annualized Class Sections	Total Annualized # of Unduplicated Student Headcount Enrolled in Classes
40+	5+	500+	10,000

Each March, the above data will be provided by the CSN Office of Institutional Research to the VPAA. Those departments who meet at least three of the four variable thresholds above will be notified by the VPAA on or before May 1st of each year and the allocation of an Assistant Department Chair will go into effect July 1st for the following year.

Section 2. Allocation of Program Director(s) to an Academic Department

The role of Program Director may be assigned to academic departments that offer Career and Technical Education (CTE) certificates and/or degrees. For the purpose of this section, CTE programs are defined in accordance with federal law as noted by the National Center for Educational Statistics (NCES). The NCES defines career and technical education (CTE) programs to be programs at the postsecondary sub baccalaureate level that focus on the skills and knowledge required for specific jobs or fields of work.

By May 1st of each year, based on the attributes noted below, a department chair will request in writing to the dean a Program Director role allocation for one or more CTE programs (based on the definition above) within the department. Based on the request, the dean may approve and allocate a Program Director role to an academic department for the upcoming year as long as the CTE program area currently has at least three of the following four attributes:

- Program specific specialized accreditation that must be maintained
- Special equipment for instruction within the Program that must be maintained
- Courses within the Program has special course/lab fees budget(s) that must be managed
- Program offers CTE early college/dual enrollment courses within it that must be overseen

The dean must provide a determination to the Department Chair on or before May 31st of each year. Any allocations of the Program Director role will go into effect July 1st for the following academic year.

Section 3. Allocation of Lead Faculty to an Academic Department

The role of Lead Faculty may be assigned to academic departments that have disciplines that are not in the areas of Career and Technical Education. By May 1st of each year, a department chair may solicit the dean with a request for a Lead Faculty role allocation for one or more disciplines within the department. Based on the request, the dean may approve and allocate a Lead Faculty role to an academic department for the upcoming year as long as the non-CTE program area has met at least three of the following four attributes:

Total # of Unique PT Faculty Teaching within the Discipline (in fall and spring)	Total # of Degrees & Certificates Offered within the Discipline	Total # of Annualized Class Sections within the Discipline	Total Annualized # of Unduplicated Student Headcount Enrolled in Classes within the Discipline
25+	3+	100+	2,000

In March of each year, the Department Chair may make a request for the above data to the CSN Office of Institutional Research. Those departments who meet at least three of the four variable thresholds above may solicit the dean with a request for a Lead Faculty role. The dean must provide a determination to the Department Chair on or before May 31st of each year. Any allocations of the Lead Faculty role will go into effect July 1st for the following academic year.

III. Assistant Department Chairs

Section 1. Job Description

It is the responsibility of the Dean to provide the approved descriptions of the responsibilities that accompany Assistant Department Chair reassigned time, and to ensure faculty who accept Assistant Department Chair reassigned time are aware of these responsibilities. The responsibilities and expectations must be provided in writing to the faculty member as Assistant Department Chair status is being assigned and accepted.

The Assistant Department Chair position provides administrative support to the Department Chair, coordinating curricular activities and providing programmatic support. The Assistant Chair also plays a support role to Program Directors and Lead Faculty as required.

Section 2. Major Responsibilities

- A. Provides support to the Chair as needed in oversight of the day-to-day operations of the department.
- B. Serves as a proxy for the Chair in departmental meetings and in representing the department as needed.
- C. May supervise staff and part time faculty in the respective department.
- D. May represent the Department in both external and internal meetings, with a wide variety of constituencies.
- E. Works closely with the Chair and Dean in developing and administering the departmental Unit Plan and departmental strategic and operational planning.
- F. Completes departmental projects as directed by the Department Chair.
- G. In conjunction with the Department Chair, provides oversight and support of departmental programs,

programming, events and activities.

- H. Assists faculty with curriculum development and review.
- I. Demonstrates a commitment to diversity, equity, and inclusion.

Section 3. Compensation

Compensation for Assistant Department Chair will be determined as follows:

- A. Each Assistant Department Chair will receive a minimum of three (3) instructional units of re-assigned time or an equivalent course release of instructional units (whichever is greater) in instructor's field of study per academic semester (Fall and Spring).
- B. Additionally, Assistant Department Chairs will be assigned to work on a "B+" contract. Annually, the 21 B+ days will be requested by the Assistant Department Chair, recommended by the Department Chair and Dean and approved by the Vice President of Academic Affairs before the finalization of the annual B+ Contract. The B+ days must occur during days that are not part of the regular B contract days and (as applicable) should be on days that the Department Chair is on approved annual leave so the Assistant Chair can serve as a proxy for the Department Chair during these times.
- C. The Vice President of Academic Affairs may approve more reassigned time to meet program needs at the request of the respective Dean based on the following:
 - 1. Ratio of one credit of reassigned time to 30 hours
 - 2. The total of credits to be reassigned will be dependent upon the work to be done as determined by the Department Chair, recommended by the Dean, and/or approved by the Vice President and will be included in the announcement of the vacancy.

IV. Program Director

Section 1. Job Description

- A. It is the responsibility of the Dean to provide the approved descriptions of the responsibilities that accompany Program Director reassigned time, and to ensure faculty who accept Program Director reassigned time are aware of these responsibilities. The responsibilities and expectations must be provided in writing to the faculty member as Program Director status is being assigned and accepted.
- B. The Program Director role is a subject matter expert (SME) that is responsible for the day- to-day coordination functions of the program, while assisting the Department Chair and Dean in the program activities, events, and operations. The Program Director assists with the development of the course schedule for the program, including classes and labs. The Program Director plays an active role in faculty and staff recruitment, and training. This position works with students, other faculty, other program directors, the school Dean, classified staff, professional staff, college Vice-Presidents, college President, and community stakeholders/leaders.

Section 2: Major Responsibilities

- A. Assist the department chair in managing the day-to-day operational aspect of the program.
- B. Analyze programmatic needs and ensures program alignment with industry standards and accreditation standards, meeting all standards as outlined by accrediting bodies.
- C. Recruit, screen, and recommend the hiring of part-time faculty to the Department Chair. Supervises and evaluates part-time faculty and student workers as needed and as delegated by the Department Chair.
- D. Assists the Chair with day-to-day supervision of part time faculty.
- E. Provides program budgetary oversight but might not be the account manager. (Lab fees and other program budgets are provided to the Program Director every semester by the Department Chair).
- F. Provides support to the Department Chair in day-to-day activities, addressing program/department specific matters and concerns, procurement, and representing the Chair in meetings as necessary.
- G. Actively supports faculty development for both full and part-time personnel, monitoring communication protocols, while maintaining and reviewing part time faculty credentials.
- H. Actively participates in curriculum development and review, while reviewing and adopting textbooks.
- I. Serves as liaison between students and the program/department to address student concerns and guides students on programmatic requirements. Serves as student advisor for the affected program.
- J. Leads the daily operational aspects of the program and its facilities and equipment.
- K. Meet with internal and external constituents, representing the department/program to key stakeholders and advisory boards.
- L. Participates in grant development and writing as required.
- M. Assists Department Chair in monitoring effectiveness of curriculum and facilities of the program/department while assisting the department in unit planning, strategic planning, and accreditation efforts.
- N. In conjunction with the Department Chair provides support for post-semester activities, including ongoing student recruitment.
- O. Develop program protocols and procedures for safety of students within program courses and labs. Monitor all aspects of safety.
- P. Demonstrates a commitment to diversity, equity, and inclusion.

Section 3. Compensation

Compensation for Program Directors will be determined as follows:

- A. Each Program Director will receive a minimum of three (3) instructional units of reassigned time or an equivalent course release of instructional units (whichever is greater) in instructor's field of study per academic semester (Fall and Spring). The Vice President of Academic Affairs may approve more reassigned time to meet program needs at the request of the respective Dean.
- B. Additionally, Program Directors will be assigned to work on a "B+" contract. Annually, the 21 B+ days will be requested by the Program Director, recommended by the Department Chair and Dean and approved by the Vice President of Academic Affairs before the finalization of the annual B+ Contract.
- C. The Vice President of Academic Affairs may approve more reassigned time to meet program needs at the request of the respective Dean. Additional reassigned time for Program Directors will be determined as follows:
 - 1. Ratio of one credit of reassigned time to 30 hours during a semester.
 - 2. The total of credits to be reassigned will be dependent upon the work to be done as determined by the Department Chair, recommended by the Dean, and/or approved by the Vice President and will be included in the announcement of the vacancy.

V. Lead Faculty

Section 1. Job Description

- A. It is the responsibility of the Dean to maintain descriptions of the responsibilities that accompany Lead Faculty reassigned time, and to ensure faculty who accept Lead Faculty reassigned time are aware of these responsibilities. The responsibilities and expectations must be provided in writing to the faculty member as Lead Faculty status is being assigned and accepted.
- B. All Lead Faculty will be provided with a written description of responsibilities and compensation as described in this article.
- C. The Lead Faculty role provides administrative support to the Department Chair in carrying out day-to-day activities of the program, including but not limited to, course scheduling and assignment, supervision of staff and/or part time faculty, curriculum consistency, resolution of student issues, mentoring faculty, and recommending part time faculty for hire.

Section 2. Major Responsibilities*

- A. Analyze programmatic workforce planning needs and make appropriate recommendations to the Department Chair.
- B. Recruit, screen, and recommend the hiring of part-time faculty to the Department Chair.
- C. Supervises part time faculty as delegated by the Department Chair.

- D. Serves as subject matter expert in pedagogical and andragogical methodologies, appraising and evaluating overall instructional effectiveness in all teaching/learning modalities.
- E. Provides support to the Department Chair in day-to-day activities, addressing program/department specific matters and concerns, and representing the Chair in meetings as necessary.
- F. Actively supports faculty development for both full and part-time personnel, while assisting the Assistant Department Chair, and/or Department Chair in addressing faculty concerns.
- G. Actively participates in curriculum development and review, while reviewing and adopting textbooks.
- H. Serves as liaison between students and the program/department to address student concerns and guide students on programmatic requirements.
- I. Engages in grant writing and development as necessary.
- J. Meet with internal and external constituents, representing the department/program to key stakeholders.
- K. Assists Department Chair in monitoring effectiveness of curriculum and facilities of the program/department while assisting the department in unit planning, strategic planning, and accreditation efforts.
- L. Plays a primary role in helping to develop the course schedule for courses overseen, as appropriate.
- M. Provides support for post-semester activities.
- N. Demonstrate a commitment to diversity, equity, and inclusion.
- O. May provide coordination of a specified course or courses.

Section 3. Compensation

Compensation for Lead Faculty will be determined as follows:

- A. Each Lead Faculty will receive a minimum of three (3) instructional units of re-assigned time or an equivalent course release of instructional units (whichever is greater) in instructor's field of study per academic semester (Fall and Spring).
- B. Generally, Lead Faculty will be assigned to work on a "B" contract. However, the Department Chair and Lead Faculty member may make a request to the dean by May 1st of each year for the Lead Faculty to be assigned to a "B+" contract for the following year. The dean will make a recommendation to the VPAA by May 31st of each year. If approved for a B+ contract, the 21 B+ days will be requested by the Lead Faculty member, recommended by the Department Chair and Dean and approved by the Vice President of Academic Affairs before the finalization of the annual B+ Contract.

C. The Vice President of Academic Affairs may approve more reassigned time to meet program needs at the request of the respective Dean. Additional reassigned time for Lead Faculty will be determined as follows:

- +Ratio of one credit of reassigned time to 30 hours during a semester.
- The total instructional units to be reassigned will be dependent upon the work to be done as determined by the Department Chair, recommended by the Dean, and approved by the Vice President and will be included in the announcement of the vacancy.