

## **Workload Mitigation Program**

There are four components to the Workload Mitigation Program: Post-Tenure/CCE Reassigned Time Accrual, Teaching Enhancement and Professional Development Fund, Senior Scholar Release, and Mid-Career Support. Any course release gained through the workload mitigation programs described below is subject to the three-year rule in accordance with the Collective Bargaining Agreement, Appendix A.2.: “Calculated over the three-year period, the average annual undergraduate teaching contact hour workload of every faculty member shall equal the hours specified above” (21 hours for tenure track faculty; 27 hours for lecturers).

### **1. Post-tenure/CCE Reassigned Time Accrual**

Tenured faculty and lecturers with CCE may accrue 1.5 credits of reassigned time per year (half of one course), provided they meet certain eligibility requirements. Faculty apply for this benefit annually through a simple application (attached and available on the Provost’s home page) intended to determine their eligibility. Applications will be due on March 15 each year. Faculty who do not meet the eligibility requirements in a given year will be so informed. For those who are eligible and who receive the approval of their department chairperson and the Provost, the Provost’s Office will enter 1.5 hours in the workload reporting and tracking system. Accumulated reassigned time for relief from teaching should be used in consultation with the chair of the department and reported in the normal workload reporting process. All faculty with permanency (tenure and CCE) are eligible except for the following: 1) faculty serving as chairs of departments at the time of application; 2) Distinguished Professors; 3) faculty who have workload balances of one or more courses (3 hours or more); 4) faculty who have negative workload balances of one or more courses (3 hours or more); 5) faculty on fellowship leave or leave for any purpose at the time of application; and, 6) for the first four years of the program (2014-2018), faculty who were tenured or received CCE in fall 2014 and received two courses of reassigned time credit at that time. For the purpose of determining eligibility in categories 3 & 4, workload balances and deficits are those at the end of the previous academic year. For example, for an application submitted on March 15, 2016, faculty should consult their workload report from Academic Year 2014-2015 to determine eligibility.

### **2. Enhancement of Teaching and Professional Development Fund**

Full-time faculty with permanency (tenure and CCE) are eligible to apply annually for the Enhancement of Teaching program, which will provide 1-2 courses of release time to be used in the subsequent year. Applications will be due on March 15 each year. The purpose of this program is to provide faculty with the time to refresh and enhance their teaching and teaching-related activities, including but not limited to assessment, advisement, research mentoring, educational grant-writing, and curriculum development. In addition, faculty applying for release may also apply to the Professional Development Fund, which is intended to support professional development related to the faculty member’s plan for teaching enhancement. Examples include attendance at conferences on such topics as undergraduate research and general education assessment; attendance at annual conferences of organizations such as the AAC&U and Council of Graduate Schools; participation in workshops on such topics as integrating quantitative literacy into the curriculum and

promoting active learning. Eligible faculty must submit a 2-4 page essay explaining what they propose to do to enhance their teaching and what impact they expect this activity to have on their teaching. If applying to the Professional Development Fund, the faculty member must provide specific information about the conference or other activity with the amount of funding requested. Applications should be submitted electronically to the Director of the Center for the Advancement of Teaching (CAT) at [CAT@jjay.cuny.edu](mailto:CAT@jjay.cuny.edu). Decisions will be made by the CAT Director in consultation with the CAT advisory board based on the application essay and a review of the faculty member's teaching evaluations. Awards will be announced by the first of May; up to ten courses will be awarded annually.

### 3. Senior Scholar Release

This program is intended for tenured Associate and full Professors who are working toward a major scholarly outcome or creative project and have no other sources of course release. Applications are due on March 15 of each year. The fund provides 1-2 courses of release time to be used in the subsequent year. **These funds cannot be used for summer salary or any support other than course release time. Applicants must be at least 3 years post-tenure, and new applicants will receive priority over repeat applicants (especially in the case of repeat applications for the same project).** Faculty must submit a two- to five-page project summary to the Office for the Advancement of Research, detailing the nature of the scholarship planned and the reason the project requires the requested amount of course release time. Requests should be submitted in electronic form to OAR ([oar@jjay.cuny.edu](mailto:oar@jjay.cuny.edu)) with *Senior Scholar Release* clearly indicated in the subject line. All applications will be reviewed by the Research Advisory Council and decisions will be announced by OAR. Up to ten courses will be awarded annually.

### 4. Mid-Career Release

This program is intended for Assistant and Associate Professors who are within three years post-tenure, are working toward a major scholarly outcome or creative project, and have no other sources of course release. Applications are due on March 15 of each year. The fund provides 1-2 courses of release time or the equivalent in direct research funds (currently \$7k) to be used in the subsequent year. **These funds cannot be used for summer salary. Applicants must have received tenure within the past 3 years, and new applicants will receive priority over repeat applicants (especially in the case of repeat applications for the same project).** Faculty must submit a two- to five-page project summary to the Office for the Advancement of Research, detailing the nature of the scholarship planned and the reason the project requires the requested amount of course release time. Requests should be submitted in electronic form to OAR ([oar@jjay.cuny.edu](mailto:oar@jjay.cuny.edu)) with *Mid-Career Release* clearly indicated in the subject line. All applications will be reviewed by the Research Advisory Council and decisions will be announced by OAR. Up to six courses will be awarded annually.