Workload Mitigation Program

There are three components to the Workload Mitigation Program: Post-Tenure/CCE Reassigned Time Accrual, Teaching Enhancement and Professional Development Fund, and Senior Scholar Release.

1. Post-tenure/CCE Reassigned Time Accrual

Beginning in academic year 2014-2015, tenured faculty and lecturers with CCE will be able to accrue 1.5 credits of reassigned time per year (half of one course), provided they meet certain eligibility requirements. Faculty will 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 1 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: faculty serving as chairs of departments; Distinguished Professors; faculty who have more than two courses of banked time; faculty who owe the college more than two courses; faculty on fellowship leave or leave for special purposes; and, 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.

2. Enhancement of Teaching Release and Professional Development Fund

Full-time faculty with permanency (tenure and CCE) are eligible to apply annually for the Enhancement of Teaching Release program, which will provide 1-2 courses of release time to be used in the subsequent year. Applications will be due on March 1 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@jay.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 1 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. 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) with Senior Scholar Release Program clearly indicated in the subject line. Decisions will be made by the Associate Provost/Dean of Research in consultation with the Research Advisory Council. Up to ten courses will be awarded annually.