



List of Approved Reassigned Time Activities
University Awarded CUEs: 2024-2025

The List of Approved Reassigned Time Activities identifies assignments approved for faculty members through the Office of the Provost. These items are to fulfill activities requested by the academic department, college or university. The assignments make up the ‘List of Approved Reassigned Time Activities’ recognized by the Faculty Contract, Articles 18 and 32, and in Appendix F, #14. They are the *only ones* approved by the Provost and the President. Additional CUEs related to class size and type, are stipulated in the Contract. Appendix F. Additional activities based upon programmatic need such as curriculum or course development and accreditation related activities, may be awarded with prior approval. If Chairs/Directors wish to assign activities not listed, they **must submit a written request** to the Dean and to the Provost, and receive approval prior to making the assignment.

Reports on all activities for which reassigned time CUEs are awarded to faculty are due to the chairs by the end of the term for which the activities occur. These reports should appear in the annual evaluation review portfolios.

UNIT	ASSIGNMENT	FAA CAT.	CUE RATE PER TERM	TOTAL CUES
University Wide Responsibility				
Academic Affairs				
Contractual Activities	Faculty Advisors [programs without professional advisors, Appendix F, #4]	IDI	3 per 50 majors	varies
	Faculty Senate President (fall, spring)	UA	3	6
	UPI [distributed by union] – 30 per year* [Appendix F, #13]	UA	-	30
	Distance Education Committee Chairperson	UA	1.5	3
	University Budget Committee Chairperson (fall, spring)	UA	1.5	3
	University Personnel Committee Chair person (fall, spring)	UA	1.5	3
	Paid Leaves [Articles: 17.5, 27.2, 27.3, 39.2, 51.2, 51.3]	DO	contractual	varies
	Faculty Excellence Awards [Article 29.3]	UA	contractual	varies
	IACUC – Institutional Animal Care & Use Committee Chair and Secretary - split cues (fall, spring)	UA	2	4
	IBC – Institutional Bio-safety Committee Chair (fall, spring)	UA	1	2
	IRB – Institutional Review Board	UA	2	4
	IBHE Faculty Representative (fall, spring)	UA	1	2
	*30 CUES of release time for UPI elected or appointed positions taken during 2 semesters and summer school as per 2022-2026 agreement. CUEs exceeding 30 are charged back for reimbursement to the University at: \$670/CUE for 12 CUEs, plus additional CUEs for \$1,600 per cue per year.		UA	
Academic Development	Assessment – Gen Ed Assessment Coordinators (fall, spring)	IDI	Varies	varies
	Assessment – Grad Program Assessment Coordinators (fall, spring)	IDI	Varies	varies
	Assessment -- College/GenEd/Program Assessment Coordinators (fall, spring)	IDI	Varies	varies
	University Advising Coordinator (fall, spring, summer)	IDI	2	6

UNIT	ASSIGNMENT	FAA CAT.	CUE RATE PER TERM	TOTAL CUES
College of Arts and Sciences				
Art/Design	Art Slide Librarian (fall, spring)	IDI	1	2
	Computer Lab Coordinator/Technician (fall, spring)	IDI	1	2
	CSU Art Gallery Curator (fall, spring)	IDI	2	4
Communication Media, Arts & Theater	CSU Television Production Coordinator (fall, spring)	DO	1	2
	CSU Theater Coordinator (fall, spring)	DO	1	2
	CSU Theater Programs (fall, spring) – shared cues among all faculty	DO	1 - 3	2 - 6
Biological Sciences	Animal Facility Curator (fall, spring)	DO	2	4
	Cadaver Pro-section – if non-teaching element (fall)	DO	2	2
	Electron Microscope Supervision (fall, spring)	DO	3	6
Chemistry and Physics	NMR Equipment Supervisor (fall, spring)	DO	.5	1
	Lab Manager (fall, spring)	IDI	1.5	3
English, Foreign Languages and Literatures	FLL language Lab Coordinator (fall, spring)	DO	2	4
	Composition Coordinator (fall, spring, summer)	DO	3 (2 in summer)	8
Geography, Sociology, History, Anthropology & African American Studies	GIS Lab Coordinator	IDI	3	6
Computing, Information and Mathematical Sciences, and Technology	Shared cues for computer lab coordinator (fall, spring)	DO	2	4
	Math 1200 and 1195 Coordinator	DO	1	2
	Library/Information Sciences Coordinator	DO	6	12
Music	Accompanist – Choir (fall, spring)	IDI	2	4
	Accompanist – Faculty/Student Recitals (fall, spring)	IDI	1.5	3
	Community Concert/Jazz Ensemble Director (fall, spring)	UA	2	4
	Musical Director (opera or musical production, technology coordinator as needed)	DO	1.5	3
	Recital Coordinator (fall, spring) – (as needed)	DO	1.5	3
Psychology	Graduate Program Coordinator – as per CACREP	DO	6	12
	Internship Coordinator as per CACREP	DO	3	6
Dean's Office	CAS Education Liaison	UA	1.5	3
College of Education				
Advanced Studies in Education	Doctoral Readers (fall, spring) [CUEs awarded by formula based on chair, methodologist, and content readers (S22)]	IDI	varies	24
Education Studies	Pre-Service Programs Coordinator	DO	9	18
	edTPA Coordinator (fall/spring)	DO	3	6

UNIT	ASSIGNMENT	FAA CAT.	CUE RATE PER TERM	TOTAL CUES
College of Health Sciences				
Dean's Office	IPE Chair	DO	1	2
Health Info. Administration	PPE Development/Field Coordinator	DO	1	2
Nursing	RN-to-BSN Program Coordinator (fall, spring)	DO	2	4
Occupational Therapy	Field Work Development (fall, spring)	DO	2	4

Key: **IDI** – Indirect Instruction; **UA** – University Administration; **DR** – Department Research; **OR** – Organized Research; **PS** – Public Service; **DO** – Department Overhead