

CHICAGO STATE UNIVERSITY

YEARLONG GUIDELINES - Revised July 2009

The **teaching professionals** at Chicago State University have a period of appointment of nine months. The assigned obligation of teaching professionals at Chicago State University is 24 credit units for an academic calendar period of two semesters. The **resource professionals** at Chicago State University have a period of appointment of 12 months with an assigned obligation of 36 credit units (cues) spread over the fiscal year. [Refer to the University Personnel Action Timetable for the academic calendar for personnel actions and relevant contractual dates.]

The following guidelines have been developed for the implementation of the assignment of duties.

1. Teaching professionals will be responsible for completing 24 cues on their annual assignment of duties unless additional cues have been approved. Chairs are responsible for scheduling courses for the maximum efficiency and effectiveness for the department and the university.
2. Any teaching professional assignments in excess of 30 cues must be justified and approved by the provost prior to making the assignment.
3. Resource professionals have assignments of 36 cues, generally taken to mean the equivalent of a 36-hour work-week for 12-months.
4. Reassigned time is from the Provost's approved list of instructional and non-instructional activities. These reassigned time activities may be used as alternate assignments under the conditions described in points 5 and 6 below.
5. If because of course cancellations, a teaching professional is not projected to be able to complete 24 cues in nine months, especially if the individual drops below 18 cues, the following scheduling modifications should occur in priority order:
 - a. The teaching professional will be assigned course(s), which have been tentatively assigned to lecturers (in the following order: non-union, part-time union and full-time union).
 - b. The teaching professional will be assigned to teach courses previously assigned as overload courses for other faculty members.
 - c. The teaching professional may receive an approved departmental instructional activity.
 - d. The teaching professional may receive an approved departmental non-instructional activity.
6. If a teaching professional earns at least 21 credit units of instructional assignments by the census report date of the spring term, and falls short of 24 credit units for the year, an assignment of up to 3 cues will be made from an approved departmental non-instructional activity.
7. After the official census data has been generated, chairpersons and/or program directors should meet with their teaching professionals to review and discuss assignments and to evaluate progress toward completion of the annual assignment of duties. Modifications may be proposed and discussed for teaching professionals whose annual assignments of duties need to be adjusted.
8. After four- to six-months into the fiscal year, resource professionals should review and discuss assignments with their program directors or chairs. Modifications may be proposed and discussed with resource professionals whose annual assignments of duties need to be adjusted.
9. If after all attempts to adjust the annual assignment of duties have occurred, and the number of credit units fall within the workload range of 18 – 24 cues, or at least 33 cues for resource professionals, the workload obligation may be considered as met with the Provost and/or President's approval.
10. A sabbatical or administrative educational leave for a single term at full pay is the equivalent of 12 cues toward a teaching professional's (18 cues for resource professionals) yearlong work assignment. Reassigned time activities generating cues for the year should only be granted in proportion to the time not on the leave, for example 3 cues for the academic year earned for assessment would equal 1.5 cues for one term.