

Date: March 2, 2017
To: Andy Feinstein, Provost and SVP Academic Affairs
Fr: Dan Moshavi, Dean, Lucas College and Graduate School of Business *DM*
Subject: Addendum to Revised Assigned Time Policy, Lucas College of Business

This document updates the Revised Assigned Time Policy approved by then Dean David Steele on August 3, 2011 and by Provost Gerry Selter on October 6, 2011.

~~This update addresses changes due to the AACSB 2012 Re-accreditation. The following text is redacted:~~

Approved Not Approved


Date: 3/6/17

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AUG 11 2011



**SAN JOSÉ STATE
UNIVERSITY**

Date: August 3, 2011

Office of the Provost
San Jose State University

To: Gerry Selter, Provost & VP Academic Affairs

From: David Steele, Dean, College of Business

Subject: Revised Assigned Time Policy, College of Business

College of Business and the
Lucas Graduate School of Business

Dean's Office

One Washington Square

You will recall that early in 2010 we discussed a College of

Assigned Time Policy
College of Business &
Lucas Graduate School of Business
San Jose State University

7/19/11

I. Definitions

The terms “assigned time” and “release time” are often used interchangeably but are treated differently by the CSU system. Namely:

- Assigned time must be funded through the State Operating Fund. Assigned time is normally awarded only to regular faculty and sometimes to part-time, temporary faculty for special circumstances. Assigned time requires the approval of the Provost & VP for Academic Affairs.
- Release time (sometimes called reimbursed time) is not funded by the CSU system or the State of California. It must be funded through non-State operating funds, such as the Continuing Education Revenue Fund (CERF), or donations and grants to the COB. It is the role of the Dean and Department Chairs to

It is important to note that **all assigned time and release time in the COB are subject to budget availability**. Thus, it is possible that not every deserving activity can be

responsibilities, special projects, and certain community and professional service in order to reallocate the workload mix.

IV. Basis for Granting Assigned Time

A teaching load of twelve WTUs per semester, however, does not recognize the level of professional and research activity required of faculty at an AACSB International accredited institution. The COB pursues an assigned time policy designed to support these additional *research* expectations while maintaining consistency with all CSU assigned time regulations.

Assigned time may also be awarded for special initiatives (e.g., activities related to

(see Section VII).

V. Faculty Qualifications: Academically and Professionally Qualified

December 31, 2010 and research assigned time for the Spring semester of AY 2011-2012 will be based on the publications record for the period July 1, 2006 through June 30, 2011.

Only intellectual contributions signifying a faculty member's SJSU affiliation will be counted. Credit for research assigned time will be based on the *acceptance* date (with appropriate proof) during the allowed 5-year period, consistent with AACSB reporting.

In general, the Departmental Assigned Time Committee should review faculty proposals for research assigned time, specifying how they plan to use research assigned time.

and forward their recommendations in writing to the Department Chair. The Department Chair can approve or disapprove the recommendations of the Committee.*

AQ faculty will not need to write a proposal specifying how they plan to use research

In order to facilitate course scheduling, requests for non-research assigned time should be approved by the Dean at least a semester before the assigned time is to be used. A request for assigned time may be denied if it is made after this deadline.

person outside of the College, and not by a Departmental Assigned Time Committee. Such assigned time needs to be approved in writing by the Dean and the Provost & VP for Academic Affairs. The proposals approved by the Provost & VP for Academic

support these additional professional and research expectations while maintaining consistency with all CSU assigned time regulations.

V. The Funding of Release Time

The granting of release (reimbursed) time is not funded by the CSU system or the State

of California. The granting of release time is limited by the total instructional resources made available to the COB and assigned FTES targets. Because of these resources and funding relationships, it is possible that not every deserving activity can be granted

release time every academic year.

Fall semester assigned time will be based on the five-year period ending the prior December 31, and Spring semester research assigned time will be based on the five-year period ending the prior June 30. For example, research assigned time for the Fall semester of AY 2010-11 will be based on the publications record for the period January 1, 2005 through December 31, 2009 and research assigned time for the Spring semester of AY 2010-2011 will be based on the publications record for the period July 1, 2005 through June 30, 2010.

for research assigned time will be based on the *acceptance* date (with appropriate proof) during the allowed 5-year period, consistent with AACSB reporting.

Assuming that a faculty member is granted research assigned time, it is the policy of

MEMORANDUM FOR THE DIRECTOR, FBI

DATE: 10/15/68

TO: SAC, NEW YORK

FROM: SAC, NEW YORK

SUBJECT: [REDACTED]

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