



**AOP 13.21: FACULTY RELEASED TIME FOR
SPECIFIED COMMITTEE CHAIRS**

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to promote an understanding among the holders of this manual regarding faculty reassigned time for the Robert Holland Faculty Senate President, the Robert Holland Faculty Senate Vice President, the Faculty Athletics Representative, and the University Committee on Courses & Curricula Chair.

POLICY/PROCEDURE

The University operates under the philosophy that certain committee positions filled by faculty members carry specified released time in order to perform the assigned functions. There are four such positions.

Nine-Month Faculty

The University will release time for the appropriate departments of the faculty serving in the following roles based upon 9-month salary or equivalent for these activities according to the following:

1. Faculty Senate President – Released time of 50% during the fall and spring terms, plus 16.67 % for the summer. The summer pay is to be paid to the employee via a Summer Appointment Request Form (SARF) for the time period in service to Faculty Senate. The summer timeframe includes May 16 through August 15. The rate for the summer is based on the salary of the faculty member at the time they serve as president.
2. Faculty Senate Vice President – Released time of 25% during the fall and spring terms plus 8.33% for the summer. The summer pay is to be paid to the employee via a Summer Appointment Request Form (SARF) for the time period in service to Faculty Senate. The summer timeframe includes May 16 through August 15. The rate for the summer is based on the salary of the faculty member at the time they serve as vice president.
3. Faculty Athletics Representative – Released time of 25% during the fall and spring terms.
4. University Committee on Courses and Curricula Chair – Released time of 25% during fall and spring terms plus 8.33% for the summer. The summer pay is to be paid to the employee via a Summer Appointment Request Form (SARF) for the time period in service to UCCC. The summer timeframe includes May 16 through August 15. The rate for the summer is based on the salary of the faculty member at the time they serve as chair.

Twelve-Month Faculty

The salary for twelve-month faculty serving in these roles will be treated as follows:

1. Faculty Senate President – Released time of 50% of their 12-month appointment.
2. Faculty Senate Vice President – Released time of 25% of their 12-month appointment.
3. Faculty Athletics Representative – Released time of 25% of their 12-month appointment.
4. University Committee on Courses and Curricula Chair – Released time of 25% of their 12-month appointment.

Twelve-month faculty with less than full-time appointments can negotiate released time with their department through their appropriate reporting channels with final approval from the Provost's Office.

REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Executive Vice Provost for Academic Affairs with recommendations for revision presented to the Provost and Executive Vice President.

REVIEWED:

/s/ Peter Ryan 09/13/2023
Executive Vice Provost for Academic Affairs and
Dean of the Graduate School Date

/s/ David R. Shaw 10/09/2023
Provost and Executive Vice President Date

/s/ Robert Banik 01/19/2024
President, Robert Holland Faculty Senate Date

/s/ Tracey N. Baham 03/25/2024
Associate Vice President, Institutional Strategy & Effectiveness Date

/s/ Joan Lucas 04/06/2024
General Counsel Date

APPROVED:

/s/ Mark E. Keenum 04/22/2024
President Date