

CHICAGO STATE UNIVERSITY

List of Approved Reassigned Time Activities University Awarded CUEs: 2018-2019

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 Research CUEs (fall, spring)	OR	1.5	up to 51
	University Budget Committee Chair person (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
Non-Contractual	Step I Grievance Administrator (fall, spring, summer)	UA	1	3
	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
	IBHE Faculty Representative (fall, spring)	UA	1	2

UNIT	ASSIGNMENT	FAA CAT.	CUE RATE PER TERM	TOTAL CUES
	*30 CUES of release time for UPI elected or appointed positions taken during 2 semesters and summer school as per 2010 – 2015 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		
<i>Academic Development</i>	Assessment – Gen Ed Assessment Coordinators (fall, spring)	IDI	..5-2.25	35
	Assessment – Grad Program Assessment Coordinators (fall, spring)	IDI	..25-2.25	35
	Assessment -- College/Program Assessment Coordinators (fall, spring)	IDI	..25-2.25	88.5

College of Arts and Sciences – cues will vary or change depending upon departmental configuration

Art/Design & Communication Media, Arts & Theater	Art Slide Librarian (fall, spring)	IDI	1	2
	Computer Lab Coordinator/Technician (fall, spring)	IDI	1	2
	CMAT or Art-Program Facilitator [depends on chair's area of expertise] (fall, spring)	DO	3	6
	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
	Biology 1070 Coordinator* (fall, spring)	IDI	.225	.5
	Biology 1080 Coordinator* (fall, spring)	IDI	.225	.5
	Cadaver Pro-section – if non-teaching element (fall)	DO	2	2
	Cadaver Pro-section – if assignment contains teaching element (fall)	DO	3	3
	Electron Microscope Supervision (fall, spring, summer)	DO	1	3
Chemistry and Physics	Nursing Program Liaison (fall, spring)	DO	1	2
English, Foreign Language & Literature	Major Placement Test Graders (fall, spring)	IDI	1 – 3	6
	FLL Program Facilitator [depends on chair's area of expertise] (fall, spring)	DO	1.5	3
	FLL Computer Lab Coordinator/Technician (fall, spring)	DO	2	4
	Director MFA Program (fall, spring)	DO	1	2
	Writing Center Coordinator (fall, spring)	DO	3	6
	English Composition Computer Lab Coordinator (fall, spring)	DO	1	2
History, Geography, Sociology, Anthropology & African American Studies [Liberal Studies &]	Program Facilitator [one in History or Sociology, depends on chair's area of expertise] (fall, spring)	DO	1.5	3
	Liberal Studies: Program Advisor & Coordinator (fall, spring)	DO	1	2

UNIT	ASSIGNMENT	FAA CAT.	CUE RATE PER TERM	TOTAL CUES
Women's Studies]	AFAM Program Coordinator (fall, spring)	DO	1.5	3
	Women's Studies: Program Coordinator (fall, spring)	DO	1	2
Criminal Justice, Philosophy and Political Science	Pre-Law Program Coordinator* (fall, spring)	DO	1	2
	Political Science Program Facilitator, depends on chair's area of expertise (fall, spring)	DO	1.5	3
	Graduate Program Coordinator* (fall, spring)	DO	1.5	3
Mathematics, Computer Science, & Economics,	Shared cues for computer lab coordinator	DO	1 - 3	3 - 6
	Math 0990 Course Coordinator (fall, spring)	DO	1	2
	Math 1200 Coordinator (fall, spring)	DO	1	2
Music	Accompanist – Choir (fall, spring)	IDI	1.5	3
	Accompanist – Faculty/Student (fall, spring)	IDI	1.5	3
	Community Concert/Jazz Ensemble Director (fall, spring)*	UA	1.5 cues	3
	CSU Event Coordinator (fall, spring, summer)*	UA	1.5 cues	3
	Jazz Fest Coordinator (if needed)*	UA	1.5 cues	3
	Musical Director (opera or musical production, technology coordinator as needed)	DO	1.5	3
	Recital Coordinator (fall, spring) – (as needed)	DO	1.5	3
	*Activities' compensation responsibility resides with unit sponsoring the event or program. Campus-wide activity not part of faculty or chair loads.			
Psychology	Graduate Program Coordinator* – as per CACREP	DO	1.5	3
	AODA Program Coordinator*	DO	1	2
	Undergraduate Program Coordinator*	DO	1.5	3
College of Business				
Dean's Office/COB	Field Experience Coordinator* (manage BLP course)	IDI	1	2
Accounting & Finance	Accounting 2110 Lab Coordinator (fall, spring)	IDI	1.5	3
College of Education				
Doctoral Studies				
	<i>Illinois Schools Journal</i> Coordinator	UA	1.5	3
	Doctoral Research (fall, spring) [CUEs awarded by formula based upon doctoral teaching load and shared – 12 to 24 CUEs]	IDI	3	24
Secondary Ed, Professional Studies, and Recreation SEPR				
	Middle School Coordinator* (Adolescent Literacy) (fall, spring)	DO	1	2
	Field Experience Coordinator* (fall, spring)	DO	1	2
Career & Tech Ed (CTE)	Dance Program Coordinator* (fall, spring)	DO	1.5	3

UNIT	ASSIGNMENT	FAA CAT.	CUE RATE PER TERM	TOTAL CUES
Middle School Ed (EMID)	Health and Safety Program Coordinator* (fall, spring)	DO	1	2
Recreation (REC)	Recreation Program Coordinator* (fall, spring)	DO	.5	1
Elementary Education				
Elementary Ed (ELED)	Field Experience Coordinator*	DO	1	2
Early Childhood and Bilingual Education ECBE	Childcare Center Coordinator* (fall, spring)	DO	1	2
Early Childhood Ed (ECH) Bilingual ED (BIL) Bilingual/Elementary Ed (BILE)	Field Experience Coordinator* (fall, spring)	DO	1	2
Graduate Programs in Education GPED	Developmental Reading Program Coordinator*	DO	1	2
Curriculum & Instructional Foundations (CIIF) Higher Ed Admin (EDLH) Educational Adm (EDLG) Special Edu. (S ED) Reading (READ)	General Administration in Higher Education Coordinator*, Higher Education Administrator, Instructional Foundations Coordinator*, Graduate Physical Education Program Coordinator*, Special Education Program Coordinator* or depending on discipline of chairperson and size of program, <i>i.e.</i> , number of majors (fall, spring) Reading Program Coordinator* (fall, spring)	DO	1 .5	2 1
Information Studies	Computer Networking Lab Maintenance (fall, spring)	IDI	1	2
IS	Graduate Technology Education Program Coordinator* (fall, spring) – depending on size of program and number of majors	DO	1	2
Library Infmtn Specialists (LIS)	Library Science/Communications Media Program Coordinator* (fall, spring) - depending on size of program and number of majors	DO	2	4
College of Health Sciences				
Health Information Administration	HIA Clinical Coordinator* (fall, spring), depending on size of program and number of majors	DO	1.5	3
	HIA Program Director (fall, spring)	DO	6	12
Nursing	MSN Graduate Program Coordinator*	DO	1.5	3
Coordinator CUEs are awarded only if there are significant numbers of students enrolled in the programs.	Enrichment Coordinator* (fall, spring)	DO	1.5	3
	Level II Coordinator* (fall, spring)	DO	1	2
	Level III Coordinator* (fall, spring)	DO	1	2
	RN Program Facilitator* (fall, spring)	DO	2	4
	Enrichment Coordinator* (fall, spring)	DO	1.5	3

UNIT	ASSIGNMENT	FAA CAT.	CUE RATE PER TERM	TOTAL CUES
	Freshmen Level Coordinator*, depending on number of majors (fall, spring)	DO	1	2
	Sophomore Level Coordinator*, depending on number of majors (fall, spring)	DO	1	2
Occupational Therapy	Field Work Development Coordinator* (fall, spring)	DO	1.5	3
*Coordinator CUEs are awarded only if there are significant numbers of students enrolled in the programs or special needs tied to accreditation or program need. If there are no students enrolled in the program area, then CUEs will be reduced or not awarded.				

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