



REQUEST FOR NON-TEACHING HOURS

Includes: release time, New Faculty Hours, grant hours, etc.

Please see page two (2) for instructions and Assignment Type data.

NAME: _____ CUNYfirst (EMPL) ID: _____
(LAST NAME) (FIRST NAME)

RANK/TITLE: _____ TENURED: YES NO

CITYTECH EMAIL: _____ EXTENSION: _____

DEPARTMENT/PROGRAM: _____

SEMESTER: FALL SPRING 20_____

Examples:	Assignment Type <small>See page two (2) for list</small>	Program, Grant or Description of Release Time	Signature of Program Director or Grant Coordinator	Workload Hours
	RESSP	NSF-TUES	<i>Please use electronic signatures</i>	4
	ADDEP	BTech Coordinator	<i>Please use electronic signatures</i>	3

For each assignment, provide a job description indicating major responsibilities or activities, expected total time commitment and planned schedule. Note, the comment box will expand to fit the necessary information.

Signature of Faculty Member

Signature of Chairperson/Supervisor

Signature of Provost's Office

It is the responsibility of the Office of the Dean to distribute approved hours to all signatories listed above.

Signature of Dean's Office



REQUEST FOR NON-TEACHING HOURS

Instructions and Assignment Type Data

PLEASE NOTE: Requests for the upcoming semester should be submitted following midterms of the current semester.

EX: For Fall 2017, the request should be submitted in late March/early April in Spring 2016.

1. This request may be initiated by the Faculty Member or Department Chair.
2. If needed, it is the Faculty Member's responsibility to obtain the electronic signatures of any Program Director or Grant Coordinator associated with the request.
3. The request must be signed by both the Faculty Member and the Chair. Signatures must be electronic.
4. If approved, the Chair will forward the request to the Provost for review.
5. If approved by the Provost, the request will be returned to the Dean's Office and distributed to all signatories.
6. If any changes must be made to any non-teaching hours, an updated, signed request must be submitted.

ASSIGNMENT TYPE	DESCRIPTION	USE TO REPORT
ADCHR	Administration Service, Department Chair	Use for Department Chair designation only
ADCOL	Administration Service, College	Use to report non-instructional workload for college administration (as distinct from department or university administration)
ADDEP	Administration Service, Department	Use to report non-instructional workload for college administration (as distinct from college or university administration)
ADUNI	Administration Service, University	Use to report non-instructional workload for college administration (as distinct from department or college administration)
ADVIS	Advising/Counseling	Use to report reassigned time for student advisement
LOA	Approved Leave of Absence	Used to explain workload discrepancy due to leave when workload is unaccounted for by other entries
NWHIR	Reassigned Time for New Hire	Use to identify faculty who are being reassigned in a given term under the contractual agreement for release time for new hires
RESSP	Research, Sponsored	Use to designate release time for grant-supported research
RESUN	Research, Un-sponsored	Use to designate release time for research that is not supported by a grant
RTOTH	Reassigned Time, Other	Use when no other non-instructional reassigned time category is appropriate
TDOC	Teaching, Doctoral Courses	Use to designate adjusted workload on classes with doctoral students (as per Graduate Center)
TDOCX	Teaching, Doctoral Combined	Used by the Graduate Center to identify cross-listed, combined sections at the doctoral level
TINST	Teaching, Independent Study	Use to indicate adjusted workload for an independent study class
TOTHR	Teaching, Other than Classroom	Adjusted workload for teaching a course not in the MCF
TSUPV	Teaching, Thesis Supervision	Use to indicate adjusted workload for a class placeholder for thesis supervision