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**ADMINISTRATIVE  
REGULATION AND  
PROCEDURE**

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Title: PROFESSIONAL AND SPECIAL ASSIGNMENTS	Code: CC0400
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Policy Reference: N/A

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Faculty may be given either of the following types of assignments in lieu of a full classroom teaching assignment:

- A. **PROFESSIONAL ASSIGNMENT** - Such assignments are for a specific predetermined purpose and require the approval of the President and/or Executive Vice-President at least one semester before they are to begin.
  
- B. **SPECIAL ASSIGNMENT** - Such assignments may be given to faculty who have an incomplete teaching load. These require the approval of the Vice-President of Academic Affairs at the time it is determined that an incomplete teaching load exists and prior to the time that the assignment is given to the faculty. This assignment should be based on unmet needs of the division and/or department. Every effort should be made to assign full load before assigning special assignments.

Professional and special assignments may be assigned in any of the divisions. The faculty will report to the appropriate division head, or his/her designee, for that portion of his/her assignment.

PROFESSIONAL ASSIGNMENTS

- 1. Requests for professional assignments shall be made to the President and/or Executive Vice-President at least one semester before they are to begin.
  
- 2. The President or Executive Vice-President will act on such requests and notify the faculty, his/her supervisor, Division of Human Resources, District Business Office, and Class Scheduling supervisor of approved professional assignments.

SPECIAL ASSIGNMENTS

- 1. When members of the Vice President of Academic Affairs' Cabinet determine that there is a need for a special assignment to their area, the request shall be made to the Vice-President, Academic Affairs. The office of the Vice-President, Academic Affairs will maintain a file of such requests for future assignments.
  
- 2. When it is determined that a special assignment is necessary to complete a faculty's teaching load, the Dean will report this fact to the Vice-President of Academic Affairs using Form 3I:24. At this time, a recommendation for the special assignment shall also be made; however, the Dean will determine, and provide final approval of, all special assignments.



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3. The Vice-President of Academic Affairs will notify the Dean and the Class Scheduling Manager of approved special assignments.
4. Faculty on special assignment will provide their supervisor for the special assignment with completed Form 3I:25 at the end of the semester or upon the termination or completion of the special assignment. This should be forwarded to the Vice-President of Academic Affairs.

Office of Responsibility: Executive Vice-President

Last reviewed: Apr-2022