**GUIDELINES FOR 200 ESU POOL -- REASSIGNED TIME PROPOSALS**

1. Projects, proposals, and activities must be related to one of the following areas:
   1. activities related to program or course development;
   2. activities related to faculty professional development;
   3. activities related to program accreditation/reaccreditation;
   4. activities related to special projects having a direct relationship to instructional or instructionally related programs; and other activities determined to be of such scope and structure as to require the assignment of ESUs for those persons directly involved in the effort.
2. The ESU Committee will establish a calendar of submission dates to be published during the Spring Semester of the year preceding the academic year in which the request will be made.
3. To be considered for review, proposals must include all information requested by the 200 Pool Reassignment Time Project Proposal Forms.
4. The completed 200 Pool Proposal(s) Form should be sent to Holly Dufala (Liaison to the Joint Administration CCC/AAUP Reassigned Time Committee) in the Office of Academic & Faculty Affairs (District Office) on or before the deadline for each semester.
5. Faculty member is responsible for submission of the proposal(s) to their supervisor/dean and or department staff at the time their proposal is submitted to the 200 Pool Committee liaison.
6. Awards of ESUs will not be made to recipients of prior proposal awards if an evaluation of that proposal has not been submitted.
7. Continuation of ESUs from semester to semester, within an academic year, is contingent upon completion of the Semester Report being submitted to the Joint Administration CCC/AAUP Reassigned Time Committee each semester. After the first semester report, all subsequent reports are to be made on a copy of the first report for continuity.
8. Final project evaluation is to be made within 30 days of completion of the project using the Project Evaluation Form.
9. Projects must be completed prior to the end of the academic year.
10. Reassigned ESUs may not be used for undergraduate or graduate credit courses or for dissertations, research or writing.
11. Non-tenure track faculty are ineligible
12. Amount of ESUs must not exceed faculty workload guidelines. It is the responsibility of the faculty member to assure that acceptance of ESUs will not violate the guidelines.
13. Follow the [200 ESU POOL COLLEGE-WIDE ESU STANDARDS FOR RELEASED TIME](https://www.tri-c.edu/faculty-central/documents/200-esu-pool-collegewide-esu-standards-reassigned-time-2024.pdf) document for determination of ESUs to be requested

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