

Request for Reassignment Proposal

Instructions: Complete the following form, ask your dean to review and sign, and then submit it to the Office of Instruction. You can use the Tab key to move through the form fields.

1. Term in which assignment would begin (*semester, year*) Fall 2016
2. Application Date (*mm/dd/yyyy*) 01/26/16
3. Author(s) Alison Field & Bob Lee

Overview

4. Type of Request:
 - New request for reassignment
 - Renewal of existing reassignment
 - Augmentation to existing reassignment
 - Revision to a previously submitted application
5. Position or Project Name:
Identify a "one line" description of the type of assignment (faculty leadership, coordinator, research, etc.)
Social Sciences Coordinator

Amount of Reassignment

Please report the amount of FTE you are requesting for each term and calculate the total annual FTE. Calculations: $\frac{1 \text{ semester (3 units)} = 7.5 \text{ hrs/week or approx. 0.125 FTE}}{\text{semester}}$
additional unit (0.067 FTE) represents an additional 2.5 hrs/week

6. Fall (*FTE*) 0.20 Spring (*FTE*) 0.20 Total Annual (*FTE*) 0.40
7. Duration of Reassignment
How many semesters of reassigned time are being requested? When is the end date? (Please note that if the request exceeds two years, a renewal RRP will be required.)
Continuous (with renewal in 2 years)
8. Commitment
Upon completion of the reassignment term:
 - The work is complete and no further investment of reassigned time will be required.
 - The work will require an ongoing commitment of reassigned time or other staffing.
9. How will the part-time faculty replacement costs be funded?
 - Fund 1 PT faculty allocation
 - Grant funding, please specify
 - Categorical funding, please specify
 - Other, please specify

Justification

10. Identify the duties to be performed and explain why they require reassigned time.
 1. Program Review.
 2. Social Sciences Scholarship - Student application coordination & fun-raising event.
 3. TracDat
 4. Student Learning Outcomes (SLOs) & Program Learning Outcomes (PLOs) and their link to Institutional Learning Outcomes.

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5. Social sciences adjunct orientation.
 6. Majors 2 Careers
 7. Web presence & updating / accuracy.
 8. Social Sciences brochure, other materials (such as discipline-specific guides) and outreach
 9. Social Sciences master plan class scheduling & enrollment (SS degrees, interdisciplinary degrees, LALS).
 10. Honors classes schedule.
 11. Transfer parade schedule, Hub welcome day, other events (such as transfer events, tabling).
 12. Social Sciences Hub calendar, maintenance, mission & vision.
 13. Social Sciences TOIs (Topics of Interest speakers' series) - working in collaboration with A2B.
 14. GE Pathways and/or other General Education initiatives.
 14. Monthly meeting.
 15. Hiring justifications.
11. Identify how the activities align with the college's strategic plans and initiatives.
1. The purpose of the Social Sciences coordination position is to regularly provide direction to the various Social Sciences departments as a group in order to be aligned with the strategic plan, and priorities, for Cañada College.
 2. The Social Sciences mission, vision and values were developed to demonstrate alignment with the college's mission, vision, and values, and also strategic directions and objectives from the Educational Master Plan, and in line with the Student Equity Plan, the Distance Education Plan and the Student Success and Support Plan.
 3. The activities and goals of the Social Sciences connect and align with the colleges four strategic directions and goals: One -- Teaching and Learning equips students with the knowledge and transferable skills they need in order to become productive citizens in our global community: provide clear pathways for student to achieve educational goals; invest in opportunities to promote engagement; conduct provocative professional development; and create innovative and flexible learning systems. The Social Science Disciplines all provide transfer degrees and a number of certificates. Two -- Completion: commit to student completion of certificates, degrees and transfer; and create pathways which support the success, retention and persistence of students in their educational goals (coordinated class scheduling and GE Pathways, for example). Three -- Community Connections: build and strengthen collaborative relationships and partnerships to support the needs of our community (service learning opportunities; use of the Hub for voting). Four -- Global and Sustainable. Promote shared responsibility for our environment and social justice, and create a diverse and culturally enriched community of global citizens (TOIs, Social Science contributions to interdisciplinary degrees).
12. Provide evidence that the quantity of reassigned time being requested is justified by the workload.
- This might be accomplished by providing a schedule of work to be performed during a typical week. (1 unit = 2.5 hours per week)*
- As seen in the duties listed in number 10, many of them are "seasonal" and require more or less time per week depending on the calendar. An example of what could be considered weekly duties:
1. Social Sciences Hub calendar & maintaining physical space.
 2. Prep for monthly meetings.
 3. Tracdat, Curricunet & program review support.
 4. Event planning, including collaboration with other campus programs, such as outreach, transfer and A2B.
 5. Information management (revising, updating and disseminating promotional materials).

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13. Nature, number and frequency of meeting (*if applicable*) Social Sciences monthly meeting and other small group meetings as needed.

14. Number of faculty directly served by this position annually (*if applicable*) 30

15. Number of students directly served by this position annually (*if applicable*) 4,000-4,500

Assessment

16. Outcomes

List the outcomes that can be expected upon completion of the term of reassignment.

1. Compliance with the expectations of our Dean.

2. Continued alignment with our Social Sciences mission, vision and values, which supports the college's strategic plans and initiatives.

17. Accountability

Describe how the activities performed under this assignment will be recorded and reported.

Through regular monthly meeting agendas and minutes.

Through faculty contract - Faculty Coordinator evaluation documentation.

Administrative Use Only

Dean's Review:

- Fully support request
- Support with reservation
- Do not support (explanation required)

Explanation:

VPI Action:

- Approve request as submitted
- Approve request but with less time than requested
- Deny request with recommendation to revise
- Deny request (explanation required)

Explanation:

Recommendation for alternate funding:

- Professional Development
- Grant/Categorical (specify)
- Overload hourly special project
- Stipend
- President's Innovation Fund
- Trustees Fund for Program Improvement
- Short-term hourly staff

Comments:

Approved Duration of Assignment:

Outcomes and reporting requirements:
