

## 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.*

1. **Term in which assignment would begin (semester, year):** Fall 2018
2. **Application Date (mm/dd/yyyy):** 10/20/2017
3. **Author(s):** Ami Smith

### Overview

4. **Type of Request:**

- New request for reassignment
- Renewal of existing reassignment
- Augmentation to existing reassignment

5. **Position or Project Name:**

Identify a "one line" description of the type of assignment (faculty leadership, coordinator, research, etc.)  
Social Science Coordinator

6. **Amount of Reassignment**

Please report the amount of FTE you are requesting for each term and calculate the total annual FTE.  
Calculations: 0.2 FTE (3 units) = 7.5 hrs/week or approximately 120 hrs/semester. Each additional unit (0.067 FTE) represents an additional 2.5 hrs/week

Fall (FTE) 0.20    Spring (FTE) 0.20                  Total Annual (FTE) .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.

### Justification

9. **Please list the core responsibilities to be performed and calculate the approximate number of hours per week required to perform each. (1 unit = 2.5 hours per week)**

Please note that many of these items are "seasonal" and require more or less time per week depending on the calendar. The average weekly time commitment to the following duties is 7.5 hours. Program Review (.20 hours per week), TracDat (.10 hours per week), Student Learning Outcomes (SLOs) and Program Learning Outcomes (PLOs) and their link to Institution Learning Outcomes (.20 hours per week), Social Sciences adjunct orientation (.05 hours per week), Web presence & updating/accuracy (.5 hours per week), Social Sciences brochure, other materials (such as discipline-specific guides) and outreach (.5 hours per week), Social Sciences master plan class

## Request for Reassignment Proposal

scheduling & enrollment (SS degrees, interdisciplinary degrees, LALS) (.2 hours per week), Honors classes schedule (.15 hours per week), Transfer parade and other events (such as transfer events, tabling) (.2 hours per week), Discipline Days events (18-20 hours per year, equivalent to approx. .5 hours per week), We "heart" Social Sciences event (18-20 hours per year equivalent to approx. .5 hour per week), Social Sciences HUB calendar, maintenance, mission & vision (.5 hours per week), Social Science TOIs (Topic of Interest speakers' series) –working in collaboration with A2B (1 hour per week), GE Pathways and/or other General Education initiatives (.15 hours per week), Monthly meetings (1 hour per week), Hiring justifications (as needed, approximately .10 hours per week), Funding applications (as needed, e.g. vending commission, reassigned time, approximately .1 hours per week), Social Sciences Scholarship –Student application coordination and review, fun-raising event (1.75 hours per week- please note that given our current amount of reassigned time we will have been unable to host our fund-raising event for several years thus our social science scholarship for students is significantly limited and will soon be unavailable to offer).

**10. The following responsibilities are included as part of faculty workload and can be found [here](#). Please explain how the duties for which you are requesting reassigned time are different from those enumerated in Appendix D1.**

All of the items listed in number 9 are different from those enumerated in Appendix D1 as the Social Science coordination duties do not pertain to the instruction of a specific course or discipline and do not overlap with general division responsibilities or official college committee membership(s).

**11. Identify how the activities align with the college's strategic plans and initiatives. (*Please limit response to 250 words*).**

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. 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).

## Assessment

**12. Outcomes**

List the outcomes that can be expected upon completion of the term of reassignment. (*Please limit response to 250 words*)

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. 3. Social Science events will increase student's understanding of the various disciplines and opportunities within the Social Sciences, including transfer and career opportunities within the Social Sciences. The impact of Social Science events

## Request for Reassignment Proposal

and opportunities will be documented and assessed. 4. Identify and use tools and resources to make evidence-informed decision in program assessment and planning. .

### 13. 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. Attendance and feedback from events will be collected and assessed and reported to various entities in the campus community and reported in monthly minutes.

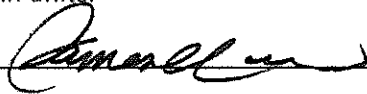
<b>Administrative Use Only</b>
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#### Dean's Review:

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

Explanation: I support with reservation only because being new to the proposal process, I feel I don't have a complete enough understanding at this time of the outcomes of the current coordination assignment to fully support an increase in units.

Dean Signature: \_\_\_\_\_



#### VPI Action:

- |  |   |
|--|---|
| <input type="checkbox"/> Approve request as submitted                      | <input type="checkbox"/> Deny request with recommendation to revise |
| <input type="checkbox"/> Approve request but with less time than requested | <input type="checkbox"/> Deny request (explanation required)        |

Explanation: [Click here to enter text.](#)

VPI Signature: \_\_\_\_\_

#### Recommendation for alternate funding:

- |  |  |
|--|--|
| <input type="checkbox"/> Professional Development        | <input type="checkbox"/> President's Innovation Fund           |
| <input type="checkbox"/> Grant/Categorical (specify)     | <input type="checkbox"/> Trustees Fund for Program Improvement |
| <input type="checkbox"/> Overload hourly special project | <input type="checkbox"/> Short-term hourly staff               |
| <input type="checkbox"/> Stipend                         |  |

Comments: [Click here to enter text.](#)

Approved Duration of Assignment: [Click here to enter text.](#)

Outcomes and reporting requirements: [Click here to enter text.](#)