

## 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*) 01/22/2016

3. Author(s) Lale Yurtseven

### **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.)*

Entrepreneurship Center

### **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

6. Fall (FTE) 0.20      Spring (FTE) 0.20      Total Annual (FTE) 0.4

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.)* ☐

While the end date for this round of two years is Fall of 2016, upon approval, we will continue this program and renew this release time for an additional two 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.

The faculty member will continue to provide leadership to run the entrepreneurship program. Some duties involve managing the creating of marketing materials, organizing and leading campus-wide events, counseling aspiring entrepreneurs during office hours, collaborate with other programs and academic departments at the college, and curriculum development.

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11. Identify how the activities align with the college's strategic plans and initiatives.  
The entrepreneurship program has been approved by the leadership team at Cañada College and is an integral part of the Business, Design, and Workforce Division. The center will help students pursue pathways in establishing business ownership or a career in entrepreneurship. A newly developed course will be offered. This course has been developed with collaboration from the Business, Fashion Design, Multi-media, and Interior Design departments and the goal is to recruit students from these programs as well as other programs on campus. Strong marketing efforts will be implemented to promote this course. It will also help Cañada College increase interest in CTE programs.
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)*  
The faculty member will set office hours for counseling aspiring students and community member entrepreneurs and business owners. Leading and organizing marketing materials, website, and events, attending off campus events, training and conferences, collaborating with other departments and industry will require a minimum of 7.5 hours from the faculty member. Additionally, work with the Deputy Sector Navigator for Small Business from the Doing What Matters initiative to secure new grants for additional funding for activities of the program. Attend professional development opportunities and conferences; coach students to participate in business plan competitions and attend these competitions.
13. Nature, number and frequency of meeting *(if applicable)*
14. Number of faculty directly served by this position annually *(if applicable)*
15. Number of students directly served by this position annually *(if applicable)*

### **Assessment**

16. Outcomes  
*List the outcomes that can be expected upon completion of the term of reassignment.*  
*Provide students with a new career pathway.*  
*Increase community interest in Cañada College.*  
*Have marketing materials available for distribution of the center.*  
*Increase collaboration with other departments resulting in interest in entrepreneurship across departments.*  
*Work with the student-lead Business and Entrepreneurship Club for campus-wide events.*
17. Accountability  
*Describe how the activities performed under this assignment will be recorded and reported.*  
*All activities will be shared campus-wide and reported to the division dean and VPI.*  
*Outcomes will prove that activities have been performed. Manage funds of the current grants from Wells Fargo Bank and from the DSN for Small Business. Additionally, if new grant funds are secured, further reporting will be required.*

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Administrative Use Only

Dean's Review: *Heidi Diamond*

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- ☒ 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

Explanation:

- ☐ Deny request with recommendation to revise
- ☐ Deny request (explanation required)

Recommendation for alternate funding:

- ☐ Professional Development
- ☐ Grant/Categorical (specify)
- ☐ Overload hourly special project
- ☐ Stipend

Comments:

- ☐ President's Innovation Fund
- ☐ Trustees Fund for Program Improvement
- ☐ Short-term hourly staff

Approved Duration of Assignment:

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Outcomes and reporting requirements:

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