

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 2015
2. Application Date (mm/dd/yyyy) 2/17/15
3. Author(s) Salumeh Eslamieh

Overview

4. Type of Request:

New request for reassignment - *for this faculty member but the re-assigned time*
 Renewal of existing reassignment *for this assignment is currently in place*
 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.)

English and Reading department coordinator

Amount of Reassignment

Please report the amount of FTE you are requesting for each term and calculate the total annual FTE. Calculations: $0.2 \text{ FTE (3 units)} = 7.5 \text{ hrs/week or approximately 120 hrs/semester}$. 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) 0.40

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.) two semesters

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 I believe funding for the English and Reading department coordinator comes from general funds.

Justification

10. Identify the duties to be performed and explain why they require reassigned time.

The department coordinator will coordinate communication with our large population of adjunct faculty; communicate with the fulltime and part time faculty in terms of student learning outcomes for the various levels of courses, reading/writing/skill levels for our courses, and course requirements; coordinate scheduling evaluations for part time and fulltime faculty; act as a liaison between the English department and other groups on/off campus (ie. learning

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center, library, counseling, student services, other departments, administration, etc.). The scope of communication with the English department is accomplished more productively with the role of a coordinator.

11. Identify how the activities align with the college's strategic plans and initiatives.
The role of the English and Reading department coordinator is to facilitate and strengthen the duties of the English/Reading department. This aligns with the following strategic plans and initiatives: Goal Two: Improve Student Success in Transfer Programs, Goal Three: Strengthen Workforce Programs, and Goal Four: Improve success, retention, and persistence of students who are in basic skills classes. As the English/Reading department strives to meet each of these goals, the coordinator facilitates the department's concerns and needs.
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)
Typical duties of the English department coordinator include fielding questions and concerns from adjunct and fulltime faculty; acting as the liaison between administration and faculty in terms of SLO/PLO completion; communicating with other departments or groups off campus on matters related to the English department as they arise; coordinating department meetings; and meeting with the division dean on issues related to the department needs.
13. Nature, number and frequency of meeting (*if applicable*) Meetings include department meetings, meetings with dean, and meetings with groups on/off campus.
14. Number of faculty directly served by this position annually (*if applicable*) The number of adjunct faculty changes; however, the department has seven fulltime faculty and this semester, spring 2015, we offered 60 sections and only 29 of them were taught by fulltimers.
15. Number of students directly served by this position annually (*if applicable*) The number of students affected directly correlates with the number of sections taught by English and Reading faculty, approximately 1000 students. However, students beyond the English/Reading classrooms are served by the work of the English department coordinator as s/he communicates with other groups on/off campus.

Assessment

16. Outcomes
List the outcomes that can be expected upon completion of the term of reassignment.
1) streamline communication from faculty; 2) coordinate department needs with the division dean; 3) coordinate department meetings; 4) facilitate the needs of the college with faculty (SLOs, PLOs, etc.).
17. Accountability
Describe how the activities performed under this assignment will be recorded and reported.

The activities performed under the assignment of English/Reading department coordinator will be recorded and reported by the English/Reading department coordinator to the dean.

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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

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:

Outcomes and reporting requirements:
