

From: **Hirzel, Douglas** <[hirzel@smccd.edu](mailto:hirzel@smccd.edu)>  
Date: 29 January 2015 at 09:02  
**Subject: Requesting reassigned time for Fall 2015**  
To: Canada Faculty <[Canada\\_Faculty@smccd.edu](mailto:Canada_Faculty@smccd.edu)>  
Cc: "Tanaka, Jo'an Rosario" <[tanakaj@smccd.edu](mailto:tanakaj@smccd.edu)>

Colleagues,

In Fall 2013, at the request of faculty, Cañada's Academic Senate agreed to study and create a transparent and equitable process by which faculty can request reassigned time (a.k.a release time). Through collaboration with the Office of Instruction and IPC, we have accomplished our goal. The resulting process is now being implemented for all current and proposed discretionary reassigned time for Fall 2015.

Applications to renew current reassessments and to consider new proposals are due to Jo'an Tanaka in the Office of Instruction ([tanakaj@smccd.edu](mailto:tanakaj@smccd.edu)) no later than Feb. 17, 2015.

We have provided information about reassigned time, the types of activities and positions affected, the application process and a sample proposal on IPC's website:

- [What is reassigned time?](#)
- [Conditions in which reassignment is awarded](#)
- [Instructions and Forms](#)
- [Frequently Asked Questions](#)

Since this is a completely new process for the college, we greatly appreciate all your questions, forbearance, and feedback. The FAQ will be continuously updated as questions arise. Please send questions that your deans are unable to answer to me at [hirzel@smccd.edu](mailto:hirzel@smccd.edu) or to VPI Anderson at [andersong@smccd.edu](mailto:andersong@smccd.edu).

We hope that this process will help the college improve allocation of its limited resources of time and money toward supporting faculty activities and innovation.

Doug

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