

## 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):** David Meckler

### 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.)  
coordinator for the fine & performing arts

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*) 0.2                  Spring (*FTE*)    0.2    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.*)

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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)**

Attendance at community events and meetings and follow up email discussions, such as the Mid-Peninsula Performing Arts group, Thrive, San Mateo County Arts Advisory Board; 8 hours per month; averaged to 2 hr per wk. Attending outreach events with campus ambassadors, such as College Night or tabling at the University Art Store, 8 hrs per month, averaged to 2 hrs per week. Integrate promotional activities across the arts; 8 hours once a month, averaged out 2 hr per week. Promote the arts through informal curriculum coordination, such as

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finding common arts themes in ENG 100 with other arts courses, and formal curriculum programs, such as GE Pathways and Honors, 2 hrs per week. Coordinating arts career speaker series, 1 hr per week

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.

The arts tend to be siloed within their disciplines, and that falls within regular faculty workload. Reaching across disciplinary boundaries is beyond those well defined paths.

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

Career speaker series to increase student completion and success, by presenting career paths and the many alternatives within the arts.

Community connects are the major emphasis of coordinator duties.

Curriculum development is also a part of coordinator duties.

### Assessment

12. Outcomes

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

*The College will have developed active collaborations with the MPPA and Redwood City performing arts groups such as the Fuse Theatre.*

*The profile of the arts will have increased at college recruiting events.*

*There will be increased cross-promotion of the arts on campus.*

13. Accountability

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

*Monthly meetings reporting to the arts faculty and dean.*

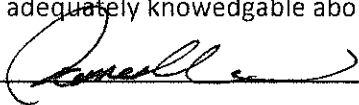
Administrative Use Only

Dean's Review:

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

Explanation: While I support the request, I do so with reservation only because being new to the division and college, I don't feel adequately knowledgeable about the program need to fully endorse a 3 unit reassignment.

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



VPI Action:

- Approve request as submitted
- Deny request with recommendation to revise

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- Approve request but with less time than requested       Deny request (explanation required)

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

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

### **Recommendation for alternate funding:**

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