

# 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 2017
2. Application Date (*mm/dd/yyyy*) Dec 2016
3. Author(s) Ronda Chaney

## **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.)*  
coordinator

## **Amount of Reassignment**

Please report the amount of FTE you are requesting for each term and calculate the total annual FTE. Calculations:  $\frac{1 \text{ semester} (3 \text{ units}) = 7.5 \text{ hrs/week or approx 0.25 FTE}}{\text{semester}}$   
additional unit (0.067 FTE) represents an additional 2.5 hrs/week

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

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.)*  
May 2018

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.
  1. Arranging guest speakers and field trips -- 1 hr/wk
  2. Developing new curriculum such as Study Abroad class - many hrs/semester
  3. Updating curriculum for the 37 classes in the Fashion Program - many hrs/semester
  4. Coordinating special activities such as Artistry in Fashion, Student Fashion Show, Awards Ceremony, Curriculum Lunches, Design Contests, Advisory Board Meetings -- 3 hrs/wk

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5. Supervised student labs -- 5 hrs/wk
6. Coordinating assistants/faculty -- several hrs/wk
7. Student advising -- 2 hrs/wk
8. Outreach & articulation with other schools -- 1hr/wk
9. Partnerships with apparel industry & advisory committee -- 1 hr/wk
10. Working with teachers for updating SLO's results -- several hrs/semester
11. Attending many professional meetings which brings in lots of students who are retraining --2 hrs/wk

11. Identify how the activities align with the college's strategic plans and initiatives.

Equipping students with the knowledge for jobs or transfer. Encouraging completion of degrees/certificates, Many of the above mentioned activities work toward community connections, Continually working on recruitment and retention.

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)*

See #10 for the hours listed for duties

13. Nature, number and frequency of meeting *(if applicable)* My coordinating work is at least 5 hours each week and some on weekends also.

14. Number of faculty directly served by this position annually *(if applicable)* 7 adjunct faculty

15. Number of students directly served by this position annually *(if applicable)* 350--500

### **Assessment**

16. Outcomes

*List the outcomes that can be expected upon completion of the term of reassignment.*

*For the fashion program to have all classes filled, and students working toward completion.*

*For the classes and special events to run smoothly.*

17. Accountability

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

*BiAnnual Review, Dean's evaluation, Vice President of Instruction's evaluation.*

*I will keep records of many of the coordinating tasks.*

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Administrative Use Only

### **Dean's Review:**

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

Explanation: Our college's Fashion Design program is extremely successful in moving students forward in a very specialized CTE pathway that engages industry partnerships and establishes internship opportunities. A talented and capable faculty coordinator with subject matter expertise and industry contacts is critical for the sustained success and growth of this promising program.

### **VPI Action:**

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Approve request as submitted

Approve request but with less time than requested

Explanation:

Recommendation for alternate funding:

Professional Development

Grant/Categorical (specify)

Overload hourly special project

Stipend

Comments:

Approved Duration of Assignment:

\_\_\_\_\_

Outcomes and reporting requirements:

\_\_\_\_\_

Deny request with recommendation to revise

Deny request (explanation required)

President's Innovation Fund

Trustees Fund for Program Improvement

Short-term hourly staff