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**Subject:** Reminder: deadline for requests for reassignment for 2016-17  
**Date:** December 7, 2015 at 10:14 PM  
**To:** [Canada\\_Faculty@smccd.edu](mailto:Canada_Faculty@smccd.edu)

DH

Faculty colleagues,

With the crush of finals approaching and the upcoming holiday season, it is easy to forget that 2016 is right around the corner. I want to remind you of an important deadline coming up right after the start of the spring semester. Back in September, IPC set the timeline for requesting reassigned time for the 2016-17 academic year. All applications for new, additional, or renewal of reassigned time are **due to your dean by January 26, 2016**.

“Reassigned time” is when a faculty member’s teaching workload is reduced in order to accomplish other activities that are above and beyond our normal and contractual duties. You can learn more about the types of activities that can be funded by reassignment at IPC’s website <http://www.canadacollege.edu/ipc/reassignment.php>. On that site you will find links to application forms and sample applications.

Reassigned time is granted under a variety of conditions and for a variety of durations. Consequently, if you currently have reassignment for all or part of 2015-16, the Office of Instruction will be contacting you shortly with the details specific to your case about whether and when you must reapply.

IPC will review and make recommendations on the applications in February. The VPI will consider these recommendations, meet with deans and with the faculty proposers and make decisions early in spring semester so that fall teaching assignments can be planned appropriately during schedule development.

If you have questions, you may contact your dean, IPC co-chair Jessica Kaven, or me.

DH

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