

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, 2016
2. Application Date (*mm/dd/yyyy*) 01/20/2016
3. Author(s) Doniella Maher and Salumeh Eslamieh

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.)
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:

additional unit (0.067 FTE) represents an additional 2.5 hrs/week

0.2 FTE (3 units) = 7

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 We believe that funding for this position has come in the past from general funds.

Justification

10. Identify the duties to be performed and explain why they require reassigned time.
The department coordinator is responsible for coordinating a large number of activities within a large department. Over the last few years, changes that we have made within the department had strengthened the overall English and reading programs, but they have also made this process of coordination even more complex. While we recognize that many of the

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responsibilities of the coordinator are contractually required, we believe the sheer number and diversity of the tasks merits .20 FTE per semester. Without this support, the English/Reading department cannot continue to support and develop the variety of courses, certificates, support of tutors, adjunct support, acceleration, and other innovations that we have been developing. The responsibilities of the coordinator include facilitating and often taking lead in the following:

1. Continuing to institutionalize faculty-led tutor training (happening twice a semester).
2. Maintaining our constantly changing adjunct pool through candidate screenings and interviews.
2. Scheduling the evaluation process for PT faculty.
3. Continuing to implement and assess accelerated courses. We finally have a few years of data to see how this is affecting our college.
4. Maintaining the 829 and 849 online WebAccess course and facilitating adjunct orientations.
5. Continuing development and implementation of the Writing Center activities, including a speaker series.
6. Collaborating with other departments on campus, including office of research, counseling, learning center.
7. Aligning our department with the other campuses. There have been many changes to the courses at our sister colleges and we need to work to align them.
8. Facilitating and assessing the implementation of multiple measures and its effects on our courses.
9. Coordinating Late-Start Classes.
10. Working with the dean on scheduling assignments of adjuncts.
11. Coordinating, writing, and being the key presenter of our bi-yearly FT hire justification
12. Coordinating and writing our regular program evaluations.
13. Planning and coordinating the PLO process.
14. Planning and coordinating the SLO process.
15. Coordinating department business with the division dean.
13. Responding to student Challenge Petitions and facilitating Challenge Exams.

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.

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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 liason 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 divison dean on issues related to the department needs.
13. Nature, number and frequency of meeting (*if applicable*) Meetings include department meetings, meetings with dean, meetings with Tutor Coordinator, meetings with the Dean of Institutional Research, meetings with the Director of the Learning Center, and meetings with adjunct faculty.
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 16 part time faculty.
15. Number of students directly served by this position annually (*if applicable*) The number of students affected directly coorelates 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 theEnglish/Reading department coordinator to the dean.

Administrative Use Only

Dean's Review:

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

Explanation:

VPI Action:

- Approve request as submitted
 Deny request with recommendation to revise

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Approve request but with less time than requested
Explanation:

Deny request (explanation required)

Recommendation for alternate funding:

- Professional Development
- Grant/Categorical (specify)
- Overload hourly special project
- Stipend

- President's Innovation Fund
- Trustees Fund for Program Improvement
- Short-term hourly staff

Comments:

Approved Duration of Assignment:

Outcomes and reporting requirements:
