

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*) 1/25/17
3. Author(s) Jess Miller

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, Human Services Program

Amount of Reassignment

Please report the amount of FTE you are requesting for each term and calculate the total annual FTE. Calculations: $0.20 \text{ FTE} \times 3 \text{ semesters} = 0.6 \text{ FTE}$ (3 units) = 7.5 hrs/week or approx. 1 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.)
4 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

Justification

10. Identify the duties to be performed and explain why they require reassigned time.
Coordinator will provide leadership for the rest of the adjunct faculty, and will manage faculty assignments and ensure that they are delivered in a timely manner. Coordinator will mentor students and provide office hours on a weekly basis. Coordinator will be involved in recruitment and outreach to the community. Coordinator will be responsible for content of website. Coordinator will organize Advisory Board meetings and HMSV Graduation.

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11. Identify how the activities align with the college's strategic plans and initiatives.
Activities align with the college's 4 Strategic Goals. Students will be served by an organized and efficient program which will equip them with the tools and the clear pathway they need to persist in their education and achieve their academic goal of a certificate and/or degree. Students will be prepared to leave HMSV program and serve their community as responsible, connected and informed community members who support community needs and see themselves as global citizens who are engaged in social justice.
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)
Some activities are "seasonal" and happen at particular times in academic year/semester. Therefore hours/week are approximate.
Weekly office hours: 2 hours per week.
Community Outreach: 34 hours/semester or 2 hours/week.
Program Development/Information Management Activities: 1 hour per week.
Meetings with Retention Specialist, Dean or Counselor 17 hours/semester or 1 hr/week
Prep for meetings 1 hour/week
Tracdat/CurriNet/Program Review 1 hour/week
13. Nature, number and frequency of meeting *(if applicable)*
14. Number of faculty directly served by this position annually *(if applicable)* 3
15. Number of students directly served by this position annually *(if applicable)* approximately 100

Assessment

16. Outcomes
List the outcomes that can be expected upon completion of the term of reassignment.
Enrollment of students participating in program will increase each year. Faculty assignments will improve both in timeliness and content. Retention of current students will increase. Advisory Board will become more involved and active each year.
17. Accountability
Describe how the activities performed under this assignment will be recorded and reported.

Monthly report to Dean.

Administrative Use Only

Dean's Review:

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

Explanation: With the proposed merger of the Human Services and Early Childhood Education programs, there is a strong need for leadership in the Human Services Program. A Human Services

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Program Coordinator will be responsible for curricular revisions, internship development, strategic scheduling, advisory board partnerships, and fostering an effective partnership with Early Child Education faculty.

VPI Action:

Approve request as submitted

Deny request with recommendation to revise

Approve request but with less time than requested

Deny request (explanation required)

Explanation:

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:

Approved Duration of Assignment:

Outcomes and reporting requirements:
