



## Request for New Reassignment Proposal

Instructions: Complete the following form. Ask your Dean to review and sign. Then your Dean will submit it to the Office of Instruction. For information about the timeline and process for determining selection of faculty coordinators see [Reassigned Time Process webpage](#).

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1. Term in which assignment would begin (semester, year): Fall 2020
2. Application Date (mm/dd/yyyy): 11/15/20
3. Author(s): David Meckler

### Overview

#### 4. Position or Project Name

Identify a “one line” description of the type of assignment (faculty leadership, coordinator, research, etc.):

Flex Day Coordinator

#### 5. Amount of Reassignment & Duration

- a. 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

- b. How many semesters of reassigned time are being requested? Note, if the position is needed after the end of the term, a [Renewal Application](#) must be filled out. 4

### Justification and Assessment

#### 6. Outcomes & Activities

- a. Please list the core responsibilities and/or outcomes to be performed and calculate the approximate number of hours per week required to perform each (e.g., recruiting = 1hr/week). (1 unit = 2.5 hours per week)

Where does the time go? Coordination meetings with ASLT Dean, Professional Learning Committee, Tech Committee, and governance groups. (Averages 2-3 hours per week). Coordination with Flex Day planners across the district. Reviewing Flex Day proposals, writing Flex Day email communications (announcements, calls for proposals) -- intermittently bursts of work, averaging out to 2 hours per week.

- b. Identify how the activities align with the college's [Educational Master Plan](#) and/or initiatives (for example, Guided Pathways, CTE, etc). (Please limit response to 250 words).

Professional Development and Flex Days particularly support EMP Goals 1 & 3.

7. 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 amount of coordination work goes beyond ordinary participation in advisory committee meetings and official college committees.

Planning Flex Day, even with the ASLT deans and Jacky Ip doing the majority of the work, takes up most of the time of the current CIETL coordinator. For the CIETL position to fulfill its mission, it should be devoted to developing Communities of Practice. Flex Day planning and CIETL-like tasks get separate reassigned time support on the other two campuses. There should be a Flex Day Faculty Rep separate from the CIETL coordinator on this campus too.

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*Administrative Use Only*

Dean's Review:

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

Explanation:

Dean Signature: