



RENEWAL Reassigned Time Requests for Faculty Coordinators

Instructions: Complete the following form, ask your Dean to review and sign, and then 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](#).

1. Provide a brief, but specific, summary of your accomplishments and/or challenges during your term. Limit to 1-2 pages. Additional materials, such as flyers for events, are welcome.

If you need more space, continue your response in the text box on the next page.

Continue your response to Question 1 below if you need to.

2. Do you think this position should be continued? How would your program be impacted if this position is not continued?

Administrative Use Only

Dean's Review:

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

Explanation:

Dean Signature: