# **Request for Funding by Reassigned Time**

## 1. Term in which assignment would begin

# 2. Application Date

Example: December 15, 2012

# **Overview**

# 3. Type of request

Check all that apply.

new request for reassigned time

renewal of existing reassigned time

augmentation to existing reassigned time

a revision to a previously submitted application

### 4. Position or project name

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Identify the type of assignment (faculty leadership, coordinator, research, etc.) - one line description
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# Amount of Reassignment

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

# 5. Fall (FTE)

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6. Spring (FTE)

7. Total Annual FTE

#### 8. Duration of Reassignment

How many semesters of reassigned time are being requested? When is the end date? (Please note that if request exceeds two years, a renewal Request for Funding will be required.)

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### 9. Commitment

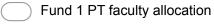
Upon completion of the reassignment term, *Check all that apply.* 

The work is complete and no further investment of reassigned time is required

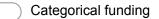
The work will require an on-going commitment of reassigned time or other long-term staffing

### 10. How will the part-time faculty replacement costs be funded?

Mark only one oval.



Grant funding



) Other:

# Justification

11. Identify the duties to be performed and explain why they require reassigned time.

12. Identify how the activities align with the college's strategic plans and initiatives.

## 13. Provide evidence that the quantity of reassigned time 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 hrs/week)

14. Nature, number and frequency of meetings complete if applicable

15. Number of faculty directly served by this position annually

complete if applicable

16. Number of students directly served by this position annually

complete if applicable

### 17. Accountability

Describe how the activities performed under this assignment will be recorded or reported.

