
Subject: FW: call for proposals for reassigned time

From: Hirzel, Douglas <hirzel@smccd.edu>
Date: 28 November 2016 at 12:18
Subject: Requests for reassigned time due Jan. 26
To: Canada Faculty <Canada_Faculty@smccd.edu>

Faculty colleagues,

As you are wrapping up this semester and beginning to think about program planning, I want to remind you of an important deadline coming up right after the start of the spring semester. The deadline for requesting new, additional, or renewal of reassigned time for the 2017-18 academic year is **January 26, 2017**. All applications are to be submitted to your dean.

“Reassigned time” is when a faculty member’s teaching workload is reduced in order to accomplish other activities that are above and beyond our normal and contractual duties. Adjunct faculty may also serve in these roles. You can learn more about the types of activities that can be funded by reassignment at IPC’s website <http://www.canadacollege.edu/ipc/reassignment.php>. On that site you will find a FAQ and links to application forms and sample applications.

All proposals, including those that might be funded by Innovation or Strong Workforce funds, should be submitted through this process. Please note that reassigned time for the following roles will expire at the end of spring semester. An application for renewal for 2017-18 will need to be submitted.

- Athletic Director
- Digital Arts Coordinator
- ESL Program Coordinator
- Fashion Design Coordinator
- Fine and Performing Arts Coordinator
- Interior Design Coordinator

IPC will review the applications and make recommendations in February. The VPI will consider these recommendations, meet with deans and with the faculty proposers and make allocations early in spring semester so that fall teaching assignments can be planned appropriately during schedule development.

If you have questions, you may contact your dean, IPC co-chair Jessica Kaven, or me.

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