

*This email is sent being sent on behalf of Vice President of Instruction, Tammy Robinson. This is a reminder that Faculty Applications for Receiving Reassigned Time are **due by the end of the day on Friday, 2/22.***

Good afternoon all.

Now that we have decided the areas for which reassigned time will be designated, the Office of Instruction and IPC need for those interested in receiving reassigned time to answer the questions below. Please email me with your responses by **Friday, February 22** so that we can inform the campus of reassignment decisions by Monday, March 4.

The questions are as follows:

1. For which reassignment role are you applying?
2. Why are you interested in taking on this role?
3. What special skills/abilities/competencies would you bring to this role?
4. What are your goals/priorities in terms of serving in this role? Please complete the attached work plan document.
5. What is your capacity to fulfill the duties/responsibilities that attend this role (i.e. are you teaching an overload, receiving other reassigned time, serving on multiple committees, etc.)
6. How do you plan to identify and bring in stakeholders/resources?
7. Share what your anticipated outcomes for this project will be. How will you assess the effectiveness of your proposal?

-include work plan document
(Please limit each response to 250 words)