

REQUEST FOR FACULTY STIPEND OR RE-ASSIGNED TIME

Submit this form to your representative on the Faculty Stipends & Re-assigned Time Committee at least four weeks prior to the anticipated start date

Project or Activity: Associate Dean

Today's Date: 4/9/18

Recommended faculty appointee: Internal Search for full-time faculty

Begin Date: 8/18/18

End Date: 5/17/19

Stipend Amount Requested:

Re-assigned Time Requested: 18 TLUs in 2018-19. TLUs can be divided across fall & spring semesters however deemed most effective for each division and based on mutual agreement of the Dean and Associate Dean in the Division.

(Round up to nearest dollar)

(hour, day, week, semester, academic year, TLU)

Funding Source: General Funds

Funding Type:

Division/Department(s): District

Campus: District

Reporting Supervisor: Mayer, Bazard, Potamianos Supervisor Signature: Angelina Hill

(Print or type name)

Please provide the following details. Attach an extra sheet if necessary.

a. Job Title; purpose and scope of project.

This job title, reassignment, and motivation for this SARTCO is the same as the agreements approved in 2014-15 and 2015-16. The Associate Dean positions are needed to assist the Deans of CTE, Arts & Humanities, and Math, Science, Behavioral & Social Sciences. Each Dean provides administrative support for a large number of departments without the assistance of faculty on release to represent specific departments. Rather than giving release to faculty to assist specific departments, the release of the Associate Dean is to support the Dean by assisting with the specified tasks and responsibilities below for all departments in their Division. The specific responsibilities below have changed from the agreements in 2014-15 and 2015-16. This was done in an effort to provide clearer support for faculty across the division, with an emphasis on supporting associate faculty. Minor adjustments were made in this agreement from 2017-18.

b. Job Description; list the specific tasks, duties, and responsibilities.

1. Assist the Dean with associate and tenured faculty evaluations
2. Hold regular check-in visits with new associate faculty to answer questions and provide guidance related to college procedures and policies
3. Provide support and direction to associate faculty requiring assistance with filling out FLEX paperwork and performing self-evaluations
4. Assist in facilitating department, division, advisory committee meetings

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CRFO President's Name / Signature & Approval Date: _____

Administrator Authorized to Approve Name / Signature & Approval Date: _____

Board of Trustees Consent Calendar Date: _____

5. Help organize departments to complete course and program level mapping, assessment dialogue, and program reviews
 6. Assume areas of management specific to the division's needs
 7. Communicate professionally, consistently, and effectively with administration, faculty, and other college staff.
- c. If an internal search, provide qualifications and describe the application process.
All fulltime, tenured faculty are eligible to apply for the positions. The assignment of the associate dean will be based on the needs of the particular academic division as determined by the respective Dean in consultation with the VPISD.

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CRFO President's Name / Signature & Approval Date:

Stuart Hala April 10, 2018

Administrator Authorized to Approve Name / Signature & Approval Date:

Wendy Bates 4/10/18

Board of Trustees Consent Calendar Date: _____