

REQUEST FOR REASSIGNED TIME, STIPEND, OR OVERLOAD

Submit this form to the UNION-DISTRICT WORKLOAD COMMITTEE (UDWC).

Name: _____ Dept. _____ Phone: _____

Check one category:

_____ **II.** Externally funded: available through a grant or other externally funded source

Funding source? _____

_____ **III.** On-going: activities of two or more semesters duration, including, but not limited to, coordination responsibilities, department chair duties, etc. (specify purpose)

_____ **IV.** Academic Senate: for unit member serving as President or Officers of the Academic Senate or as chairs of the Curriculum Committee or Academic Standards Committee

_____ **V.** And/Or IR&D - Instructional or learning development: individual research and development projects by the unit member for one or two semesters. Said projects shall be for the exclusive purposes of evaluating, and developing new curricula deemed feasible (as opposed to course preparation for current curricula); evaluation and improvement of instructional effectiveness; improving student learning; increasing student enrollment and retention; and encouraging the adoption of instructional, learning or technical innovations.

_____ Institutional Initiative - Article 8.3.5.

_____ Other District Directed Initiative - Article 8.3.5.

_____ District Directed Program Development - Article 8.3.5.

_____ Teaching Overload (list class(es))

PROJECT/SERVICE PROPOSAL REQUEST FOR REASSIGNED TIME, STIPEND, OR OVERLOAD

for _____
semester year

Project/Service Starting Date: _____ Project/Service Ending Date _____

I. Title and brief summary of your project/service:

II. Complete description of the project/service including objectives (attach sheets).

When describing your project/service, be sure to address the following criteria:

All requests for reassigned time overloads or stipends shall be evaluated using some or all (as explained below) of the following criteria. For the purpose of ranking, points are to be awarded using the scale indicated. (Refer to Article 8.3.3 of the CBA). Note: Not all criteria apply to all categories.

- (1) The problem or need addressed has been adequately thought out and described (0-10 points).
- (2) The problem or need addressed is in support of one or more of the college's goals and objectives (0-7 points).
- (3) The project activities are likely to contribute to updating curricula or instructional effectiveness (0-10 points).
- (4) The project activities are likely to increase student learning and/or retention (0-10 points).
- (5) The project activities are likely to encourage the adoption of instructional, learning or technical innovation(s) at the discipline, department and/or instructional levels (0-7 points).
- (6) The proposed cost and probable availability of personnel, equipment, supplies and/or operational support will be available (0-5 points).

II. Continued

- (7) The project activities will not adversely effect the discipline or department budget, facilities or schedule (0-5 points).
- (8) The applicant(s) appears to have adequate experience and/or training to carry out the proposed project (0-5 points).
- (9) Number of years since last award to recipient:
 [5 years or never awarded = 5 points; 4 years = 4 points; 3 years = 3 points; 2 years = 2 points; 1 years = 1 point;
 less than 1 year = 0 points.

All requests in Category II will be evaluated each semester using criteria #6 through #8. All requests in Category III, except department chairs and coordinators designated in 1.3 of the contract, will be evaluated each semester or year using criteria #1 - #4, #6, and #7. All requests in Category V will be evaluated each semester using criteria #1 - #9.

III. Are you requesting:

Reassigned Time? _____ Units

Stipend? _____ Hours

Overload? _____ Units

Rollover? (Applicable to Fall Only) _____ Units

Do you wish to bank any or all of these overload units (Article 5.17)? If so, how many. _____ Units Overload Banked

IV. Is your department aware of this application?

What are the staffing implications in your department if you are awarded this reassigned time?

Your Department Chair will be notified of this proposal for informational purposes only.

V. Have you applied elsewhere (inside or outside the College of Marin) for support for this project?

For your information, upon the awarding of reassigned time, overload, or stipend to a unit member, that unit member shall execute a contractual agreement with the District for the specified number of units or dollars. Upon approval of this application, a contract will be forwarded to you.

This "agreement" will include the following:

1. A statement and description of the final product/service that is to be delivered or outcome that is to be produced for the department, discipline and/or District.
2. The time when the final product or outcome is to be delivered/produced.
3. Signed recognition by the unit member that failure to produce the final outcome or product at the time specified shall result in repayment to the District of all monies received. Repayment may be made through salary deductions at the rate of the original payments. Subject to approval by the UDWC, in lieu of repayment, the unit member may work at his or her own expense for one additional semester to complete the work. Failure to complete in this additional time will result in repayment as above. The recipient shall be ineligible for any reassigned time, overload or stipend until successful completion re repayment.
4. Untimely completion may result in limited future eligibility for reassigned time, overload or stipends. It shall be the responsibility of the UDWC to monitor and review compliance with the "agreement".

Signature _____ Date _____

cc: Department Chair
 Routing: Curriculum Office
 Human Resources

UDWCREQ