# Fall 2025 Reassignment Position Application

General Notes on the Reassignment Process:

- For Fall 2025 position applications: if a reassignment position is approved, then the work in the position begins in Fall 2026.
- The process for filling approved positions occurs in Spring 2026.

Email *

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Current or Proposed Position Name: *

Pre-apprenticeship Coordination

Author(s): *

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Is this a campus-wide or program/department position? *

If you're not sure how to answer this question, please refer to the IPC Past & Present Positions website.

- ○ Campus-Wide Position
- ◉ Program/Department Position

How is this position expected to be funded? *

(Please note: IPC makes recommendations on any position that involves general college budget funds.)

- ◉ Grant funded only
- ○ General college budget (Fund 1)
- ○ Mix of grant funds and general college funds

If your position is a mix of grant funds and college funds, then please share how the expected proportions of grant funds and college funds.

Example: 0.1 FTE grant funded and 0.1 FTE college funded.

Skip this question if your position is not a mix of grant and college funds.

Is this a New, Renewal, or Revision Application? *

A New Reassignment Application is for a position that has never been funded before. A Renewal Application is for a position that has been previously funded. A Revision to Existing Position Application can be used to revise a currently held position that is not currently up for renewal this semester.

- ○ New Reassignment Application
- ○ Renewal Application
- ◉ Revision to Existing Position Application

## Revisions to Existing Positions

What revisions do you need to request for your current position? *

Rather than the.2 I was assigned during the spring of 2026, I will now only be assigned .1

## Change to Reassigned Time Allocation

Are you requesting a change in position reassigned time to an existing position? *

(This would be a request for more or less reassigned time.)

- ◉ Yes
- ○ No

## Time Change Explanation

Explain why more or less reassigned time is being requested. *

There are not enough funds to support .2 and I will no longer have a 1-hour monthly apprenticeship coordinator meeting.

## Amount of Reassignment & Duration

Please report the amount of FTE (Full-Time Equivalent) you are requesting for each term and calculate the total annual FTE.

- Calculations: 0.2 FTE (3 credit units) = 7.5 hrs/week or approximately 120 hrs/semester.
- Each additional unit (0.067 FTE) represents an additional 2.5 hrs/week or 40 hrs/semester.

Fall (FTE) *

.1

Spring (FTE) *

.1

Total Annual (FTE) *

.2

How many semesters of reassigned time are being requested? *

Please note, the majority of reassignment positions are filled for two year, or four semester terms. But if you need reassign time for a different amount of time, please select that below.

Dropdown

- For examples of different length positions and positions that might be similar to your request, refer to the IPC Past & Present Positions website.

2 semesters (1 academic year)

## Position Responsibilities/Duties

## Instructions for Position Duties List

1. Write the position duties in a bulleted list. To do this in this form, use dashes as bullets, and hit enter to space each list item.
2. Next to each duty or responsibility include an amount of reassignment time that will be used for that item. This can be done based on weekly hours, semester hours, or a percentage of total time.

*Background Considerations and Resources*

A) Please refer to the list of Appendix D duties.

- **Ensure that the duties of this position do not overlap with any Appendix D duties**.
- *In order for a duty to involve reassignment, it cannot be part of a faculty member's primary assignment/duties.*

B) If you're submitting a RENEWAL application, please note that you can reference past applications from the IPC reassignment position archive for your position and copy and paste that duties list to revise here.

- If copying an old duties list, please compare the position duties list to the Appendix D duties in order to ensure that no previously listed reassignment duties have not become primary assignment Appendix D duties.

C) The **most common issues with submitted duties list** is including a task that is covered in Appendix D. Here are some specific example issues:

- Assessing or submitting Student Learning Outcomes is an Appendix D duty and so it cannot be a reassigned duty. SLO assessment falls under Appendix D: "evaluate, update, and revise existing courses and programs; develop new courses as needed."
- Writing, revising, and submitting curriculum is an Appendix D duty and so it cannot be a reassigned duty. Appendix D: "develop instructional materials, course outlines, and curriculum guides."
- Performing faculty evaluations is an Appendix D duty and so it cannot be a reassigned duty. Appendix D: "participate as a peer in the academic employee staff development and evaluation programs."
- If you mention **SLO assessment, curriculum, or evaluations,** be clear that **the reassigned duty is additional to and distinct from the Appendix D duty**. For example, if the position coordinates/organizes such efforts across multiple people instead of the performance of the Appendix D duty.

**Example Duties List - College-Wide Position**

(Please note: this is an example only and does not necessarily reflect the current duties of the example coordinator.)

View Example Duties List - College-Wide Position (google document)

**Example Duties List - Program/Department Position**

(Please note: this is an example only and does not necessarily reflect the current duties of the example coordinator.)

View Example Duties List - Program/Department Position (google document)

Guided by the format of the linked examples above, please provide a comprehensive list of all duties or responsibilities of this position. *

- Again, please refer to the list of Appendix D duties. Ensure that the duties of this position do not overlap with any Appendix D duties.
- Also, please note that this list is meant to be a general overview of the responsibility of this position and  thus is not meant to be a daily plan of all work.

Advertising- 3 hours

Review formstack Contact the Pre-Apprentices to make sure they understand the commitment and enroll, and provide CRN- 7 hours

Plan orientation and meeting logistics 7 hours

5 meetings 11 hours

First aid training Re-certification 12 hours

CPR/First Aid online training 5 hours

Verifying Hours and communication 4.5 hours

Other meetings as necessary 4 hours

Identify which goals and strategic initiatives from the college's Education Master Plan are being supported by this position. Check all that apply. *

For more information about the Education Master Plan (EMP), please refer to the Cañada College Collaborates website.

- [ ] EMP Goal #1: Student Access, Success and Completion - Strategic Initiative #1 (Make Registration Easier)
- [x] EMP Goal #1: Student Access, Success and Completion - Strategic Initiative #2 (Connect Students to the Academic Program(s) and Classes They Need)
- [x] EMP Goal #1: Student Access, Success and Completion - Strategic Initiative #3 (Ensure students (particularly part-time students) experience a sense of belonging and connection to the College that helps them persist and complete)

- [x] EMP Goal #1: Student Access, Success and Completion - Strategic Initiative #4 (Improve the Financial Stability of Students)
- [x] EMP Goal #2: Equity-Minded and Antiracist College Culture - Strategic Initiative #1 (Support innovative teaching that creates more equitable and antiracist learning environments)
- [x] EMP Goal #2: Equity-Minded and Antiracist College Culture - Strategic Initiative #2 (Create and sustain an inclusive, antiracist, and equity-minded campus culture)
- [ ] EMP Goal #2: Equity-Minded and Antiracist College Culture - Strategic Initiative #3 (Strengthen the college culture of continuous assessment and improvement in order to ensure all programs effectively serve students and close equity gaps)
- [x] EMP Goal #3: Community Connections - Strategic Initiative #1 (Better share what Cañada offers)
- [ ] EMP Goal #3: Community Connections - Strategic Initiative #2 (Be the best college choice for local high school students)
- [ ] EMP Goal #3: Community Connections - Strategic Initiative #3 (Strengthen K-16 pathways and transfer)
- [x] EMP Goal #3: Community Connections - Strategic Initiative #4 (Help students explore and find employment in fields of their choice)
- [x] EMP Goal #3: Community Connections - Strategic Initiative #5 (Help meet the basic needs of Cañada students and other community members)
- [ ] EMP Goal #4: Accessible Infrastructure and Innovation - Strategic Initiative #1 (Ensure the physical campus is accessible)
- [ ] EMP Goal #4: Accessible Infrastructure and Innovation - Strategic Initiative #2 (Provide adequate access to technology)
- [ ] EMP Goal #4: Accessible Infrastructure and Innovation - Strategic Initiative #3 (Manage resources effectively)

## Final Questions

How would your program be impacted if this position is not funded? *

As we prepare for our new CDC and need apprentices to help run the program smoothly, we are starting with a pre-apprenticeship to support this.

Anything else you would like us to know? For example, awards, recognition from the community, student highlights, etc.

Please enter the name of your Dean or VP who we can contact for approval of this application. *

Alex Kramer

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