

## Reassignment Time Appeal

Robert Lee, Social Sciences Coordinator

1/22/26

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\* This appeal is based on clarifying information regarding the original proposal for the Social Sciences Coordinator position. The following are bullet points summarizing the primary duties of the position. Please note: this appeal *does not* include many secondary duties.

### **1. Cross-Department Monitoring of Each Social Science Department's Assessment**

**Work:** The SS coordinator collects and reviews sample assessments from each department, organizes an annual cross-department norming activity of the sample assessment results using a rubric instrument, and facilitates cross-department discussions of the rubric results. This aspect of the SS coordinator is to overcome disciplinary silos by revealing new challenges that might appear in multiple disciplines as well as innovations in one discipline that might be helpful to other Social Science disciplines.

### **2. Major Event Planning and Coordination:** The SS coordinator facilitates the planning, coordination, and execution of major campus events. The coordinator typically manages, on average, *four major* types of events each year: 1) The Social Sciences Showcase event, 2) The Discipline Day event, 3) We Heart Social Sciences event, and 4) multiple speaker and other student events, including the Topics of Interest (TOIs) series, and Tea with Social Scientists series. These events target our student body, the Middle College program, and the general public.

### **3. Regular Meetings, Mentoring, and Coordination:** The SS coordinator schedules, manages, and leads monthly meetings with all social science faculty. While the agenda items are varied, some of the relevant work includes: collaborating on student enrichment activities such as the Social Sciences Scholarship initiative (a program that requires marketing, application review, and fundraising); mentoring junior and adjunct faculty, monitoring any new challenges related to college processes, and inviting guests to Social Science meetings based on new and relevant developments.