Contra Costa Community College District
pathways to success

Limited-Time Assignment Opportunity Announcement and Application Form

PART A: Announcement of Special Assignment Opportunity

Per HR Procedure 2090.07, Reassigned Time Guidelines, this job description describes the non-instructional tasks that have been determined to meet special technical, educational, or administrative needs at CCC, DVC and LMC. The computation of faculty reassigned time is derived from the following: FTE reassigned x 35 = weekly hours of reassigned duties.

Project Title: _____

Position Title: _____

Length of Assignment: _____

Start Date: _____

Reassigned Load/Hour per Week: _____

Project Supervisor: _____
Fund Administrator: _____

College: CCC

DVC

LMC

Project Description (Please indicate the primary worksite and modality of the assignment.)

Eligible Disciplines/Departments:
    College-wide opportunity
    Distribution limited to:

Minimum Qualifications:

Desirable Qualifications:

Duties and Responsibilities:

Deliverables:

1. What: _____
When: Ongoing   By a Certain Date: _____

2. What: _____
When: Ongoing   By a Certain Date: _____

3. What: _____
When: Ongoing   By a Certain Date: _____

4. What: _____
When: Ongoing   By a Certain Date: _____

5. What: _____
When: Ongoing   By a Certain Date: _____

Method of Evaluation:

Selection Process:

Submit application below to the project supervisor and fund administrator.

Due date: _____

Selected applicants will be invited for an interview by the project supervisor/ fund administrator and their Division Dean.

If selected, an Agreement for Limited-Time Assignment should be completed *by May 1* for Fall or Fall/Spring reassignment or by December 1 for Spring only reassignment.

PART B: Application for Special Assignment

Project Title: _____

Position Title/Term: _____

Applicant Name: _____

Department/Division: _____

Amount of reassignment: _____

Provide a statement of interest that indicates how you meet the minimum and desirable qualifications. (500-word limit).

Signatures (must be signed and submitted with application):

_____ Faculty Signature   Date: _____

_____ Department Chair Signature Date: _____

_____ Division Dean Signature   Date: _____