

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:	College:	CCC
Position Title:		DVC
Position Title:		LMC
Length of Assignment:		
Start Date:		
Reassigned Load/Hour per Week:		
Project Supervisor:		
Fund Administrator:		
Project Description (Please indicate the primary w	— orksite and moda	ality of the assignment.)
Eligible Disciplines/Departments: College-wide opportunity Distribution limited to: Minimum Qualifications:		
Desirable Qualifications:		

Duties a	and Res	ponsibi	lities:
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Delivera	bles:
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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 heir Division Dean.
f 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

roject Title:	
osition Title/Term:	
pplicant Name:	<u>-</u>
epartment/Division:	
nount of reassignment:	
ovide a statement of interest that indicates how you meet the min 00-word limit).	imum and desirable qualifi
Signatures (must be signed and submitted with applicati	on):
Faculty Signature	Date:
Department Chair Signatur	e Date:
Division Dean Signature	Date: