Job Announcement
EMPLOYMENT OPPORTUNITY
RELEASED TIME/EXTRA PAY POSITION

Faculty Accreditation Coordinator

Objectives of Assignment:

Assure that faculty are actively engaged in the GCC accreditation processes and fulfilling faculty roles and responsibilities in helping GCC meet or exceed accreditation standards.

Description of Assignment:

- Works with Administration to provide faculty and the Academic Senate with current and accurate information regarding the accreditation standards and progression toward meeting/exceeding standards.
- Maintains currency and knowledge of accreditation standards.
- Works in coordination with Faculty Professional Development coordinator to ensure that faculty professional development regarding accreditation standards is ongoing.
- Assures that faculty are participating in activities to meet appropriate accreditation standards and timelines.
- Participates with Dean of Institutional Research, Planning, and Grants, Planning Coordinator, Accreditation Liaison Officer, and Student Learning Outcomes Coordinator(s) in the planning and communication of all accreditation activities.
- Reports to the Dean of Research, Planning and Grants.

Tasks and/or Activities Required:

- Participates in workshops, conferences, and other activities to ensure currency with accreditation standards.
- Participates in the organization of meetings, workshops and conferences as needed to facilitate the education of the faculty regarding the accreditation standards
- Supports institutionally based systems designed to meet standards and participates in dialog for improvement.
- Articulates accreditation activities with the planning process, the activities of Program Review and Student Learning Outcomes, the Academic Senate, and other intersecting governance activities as needed.
- Attends Academic Senate, Planning, Program Review, and SLO meetings as needed as a resource member.
- Serves on the following committees: Institutional Planning Coordination Committee and Master Planning (Teams A & B).

Qualifications:

- Tenured faculty member.
- Demonstrated organization and leadership skills.

Release Time: 60%

Term of Assignment: July 2015 – December 2016 subject to annual review by the RT/EP Committee and the availability of funding.
Stipend for short sessions possible depending on work needs.

Application Procedure:

1. An application form may be obtained from the Office of Human Resources.
2. The completed application form and a resume of the applicants' experience shall be returned to the Office of Human Resources.
3. The Superintendent/President and Dean of Research, Planning and Grants will interview the candidates for the position.

Application forms are available in the
Office of Human Resources

CLOSING DATE: June 12, 2015

Implementation of this position will be subject to availability of financial resources.

All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.

5/27/2015

APPLICATION FORM

EMPLOYMENT OPPORTUNITY
RELEASED TIME/EXTRA PAY POSITION

Accreditation Coordinator

Name: _____

Current position at this college: _____

College telephone extension: _____

Relevant experience/education: _____

Other:

References (use other side if necessary):

All activities related to this position are in lieu of a partial assignment only and in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.