RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT

Program Review Coordinator

50% Released Time

Closing Date: October 5, 2012

Objectives of Assignment:

Co-coordination of institutional program review activities along with the Instructional Services Program Manager.

Description of Assignment:

Works in conjunction with the Instructional Services Program Manager:

- Coordinate the program review process.
- Develop and continuously evaluate program review instruments.
- Chair the Program Review Committee (PRC)

Supervision Exercised and Received:

Supervision provided by the Vice President, Instructional Services

Tasks and/or Activities Required:

In collaboration with the Instructional Services Program Manager will coordinate all Program Review activities including:

- Manage the program review process for all college programs by developing and distributing timelines, directions, guidelines, and materials for completion of the process.
- Work with the Vice Presidents, Deans, and the Program Review Committee (PRC) to maintain a schedule for completion of the process.
- Disseminate all program review products to appropriate managers and decision makers.
- Work with the PRC, division chairs, faculty and managers to mentor and support study managers for all programs involved in the process.
- Work collaboratively to constantly assess the effectiveness of the process and to align the process with the college mission statement, campus plan and outside agencies such as the Accrediting Commission for Community and Junior Colleges.
- Coordinate with reporting programs, the Office of Curriculum Management, the Office of Research and Planning and SLO Coordinators to develop appropriate data.
- Distribute reports to managers and decision makers and works in conjunction with campus leaders to develop strategies for linking this information to the decision-making process.

- Serve on the IPCC, Planning Teams A and B, the SLO (Student Learning Outcomes) committee and as a resource to the Budget Committee.
- Archive all program review data and maintain a program review database.
- Maintain the Program Review Web Page.

Preferred Qualifications:

- Tenured faculty member with significant institutional experience.
- Knowledge of campus programs, curriculum, and SLO assessments.
- Experience in the program review process at GCC.
- Ability to work sensitively with faculty and staff across campus.

Stipend and/or Released Time:

50% released time

Term of Assignment:

3 Years

Application Procedure:

1. Interested faculty members should submit an application (attached) and letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

Application forms are available in the
Office of Human Resources

CLOSING DATE: October 5, 2012

All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development. This position is subject to availability of continued funding.

APPLICATION FORM

Program Review Coordinator

50% Released Time

Closing Date: October 5, 2012

Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	**GCC Telephone Extension:**
Relevant Experience and Education:	
Other:	
References:	

Employee Signature _____ Date _____

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