Faculty Liaison Position – Emphasis in Mentoring

In accordance with GCFA contract Sections 25.1 and 25.2; the District in collaboration with GCFA announces the alternative faculty assignment described below for the 2013-14 academic year. This assignment is open to all Gavilan faculty. Full-time faculty hired will have 20% reassigned time. Part-time faculty hired will receive the equivalent of pay for 20% or a three unit course load which is approximately $2,604 - $2,994 per academic semester. The supervising administrator for this position is Dr. Kathleen Rose, Executive Vice President and Chief Instructional Officer. To be considered a written letter of interest must be submitted to Eric Ramones, HR Director by 5:00 pm, Wednesday October 30, 2013.

Duties and Responsibilities

This liaison will develop a thorough and ongoing mentor training program in consultation with the Academic Senate and the Office of the Vice President of Instruction. The program will assist the mentors to enable the mentees to be integrated into the Gavilan community. The liaison will:

- Develop a timeline and application process, and recruit faculty mentors and mentees.
- Recruit faculty mentors for all first and second year non-tenured full-time faculty and any part-time faculty with a remediation plan.
- Work with the Office of Instruction and the Academic Senate to develop an evaluation tool for mentors including a process to remove a mentor.
- Communicate matters of quality assurance to appropriate constituencies including a semester and annual report which documents and assess the impact on instructional improvement.
- Coordinate with the professional development and SLO/PLO liaisons to provide training and jointly organized opportunities to fulfill state requirements as well as local instructional improvement goals.
- Provide ongoing support and monitoring throughout the semester for the mentor-mentee pairs to insure their success.
- Take a leadership role in instructional improvement efforts.
- Structure and document dialog about instructional improvement efforts.
- Strengthen the role of assessment data within the program planning process.
- Train and prepare mentors in the program, creating strategies and methods for mentors to:
  * listen and respond to needs and concerns of mentees in a timely manner
  * contact and network with other faculty
  * create and document instructional improvement efforts
  * effectively communicate and work with colleagues and students
  * familiarize mentees with Gavilan resources and programs
  * share best teaching practices
  * share and discuss classroom assessment techniques
  * offer feedback on paperwork (course descriptions and syllabi), answer questions regarding flex time, co-curricular time, paychecks, benefits, etc.
  * discuss institutional expectations
  * effectively observe other faculty members' classes
  * offer non-evaluative support during evaluation or remediation process
  * step into leadership roles on campus and encourage others to do so
  * coordinate other mentoring activities agreed to by the Academic Senate and the Vice President of Instruction.
- In future years, liaison will modify the program based upon feedback from the mentors and mentees.
- Other duties as assigned.
To be eligible for this 20% load alternative faculty assignment, you must meet the minimum qualifications for classroom instruction at Gavilan College.

If you are interested in this 20% load alternative faculty assignment for the 2013-14 academic year, please do the following:

1. Prepare a letter, addressed to Dr. Kathleen Rose, which includes a brief personal statement indicating how your experience and education best qualifies you for this assignment and a description of any additional education you have acquired since being employed at the college.

2. Deliver, fax or email the above item to Eric Ramones, Human Resources Director, 5055 Santa Teresa Blvd. Gilroy, CA 95020. Contact Eric Ramones at (408) 848-4753 if you have questions. Your letter must be submitted no later than 5:00 pm, Wednesday, October 30, 2013.
Faculty Liaison Position – Emphasis in SLO/PLO and Instructional Improvement

In accordance with GCFA contract Sections 25.1 and 25.2; the District in collaboration with GCFA announces the alternative faculty assignment described below for the 2013-14 academic year. This assignment is open to all Gavilan faculty. Full-time faculty hired will have 20% reassigned time. Part-time faculty hired will receive the equivalent of pay for 20% or a three unit course load which is approximately $2,604 – $2,994 per academic semester. The supervising administrator for this position is Dr. Kathleen Rose, Executive Vice President and Chief Instructional Officer. To be considered a written letter of interest must be submitted to Eric Ramones, HR Director by 5:00 pm, Wednesday October 30, 2013.

Duties and Responsibilities

- Familiarizing faculty with SLO and PLO requirements and academic expectations; publicize short and long term reporting cycles importance in documenting continuous instructional improvement on campus.
- Updating the database regarding SLO/PLO outcomes and assessment.
- Training faculty on specific SLO/PLO assessments and implementation.
- Following up to encourage faculty to complete SLO/PLOs.
- Collecting and reporting input by faculty into the SLO/PLO process.
- Keeping records on completion and follow up.
- Engaging in the assessment of general education SLOs.
- Identifying competency levels and measurable student learning outcomes for courses, certificates, and programs, including general and vocation education.
- Structuring and documenting dialogue about SLO and PLO at the department and college level.
- Assisting faculty in defining effective criteria for evaluating performance levels of students.
- Working with faculty to clarify outcome statements that clearly define learning expectations.
- Assessing the effectiveness of the current SLO and PLO process and recommend instructional improvements.
- Communicating matters of quality assurance to appropriate constituencies (i.e. reporting and assessment: document the impact to instructional improvement; create annual reports).
- Taking a leadership role in instructional improvement efforts.
- Structuring and documenting dialog about instructional improvement efforts.
- Strengthening the role of assessment data within the program planning process.
- Other duties as assigned.

To be eligible for this 20% load alternative faculty assignment, you must meet the minimum qualifications for classroom instruction at Gavilan College.

If you are interested in this 20% load alternative faculty assignment for the 2013-14 academic year, please do the following:

1. Prepare a letter, addressed to Dr. Kathleen Rose, which includes a brief personal statement indicating how your experience and education best qualifies you for this assignment and a description of any additional education you have acquired since being employed at the college.

2. Deliver, fax or email the above item to Eric Ramones, Human Resources Director, 5055 Santa Teresa Blvd. Gilroy, CA 95020. Contact Eric Ramones at (408) 848-4753 if you have questions. Your letter must be submitted no later than 5:00 pm, Wednesday, October 30, 2013.
Faculty Liaison Position – Emphasis in Professional Development

In accordance with GCFA contract Sections 25.1 and 25.2; the District in collaboration with GCFA announces the alternative faculty assignment described below for the 2013-14 academic year. This assignment is open to all Gavilan faculty. Full-time faculty hired will have 20% reassigned time. Part-time faculty hired will receive the equivalent of pay for 20% or a three unit course load which is approximately $2,604 – $2,994 per academic semester. The supervising administrator for this position is Dr. Kathleen Rose, Executive Vice President and Chief Instructional Officer. To be considered a written letter of interest must be submitted to Eric Ramones, HR Director by 5:00 pm, Wednesday October 30, 2013.

Duties and Responsibilities

- Faculty Liaison/Emphasis in Professional Development: Co-chairing of the Professional Development Day Committee.
- Regularly surveying faculty, formally and informally, for interests and needs.
- Planning two Professional Development Days a year (for faculty).
- Planning semester activities including brown bags, best practices, sharing successes and new pedagogical techniques several times a semester with other faculty in cooperation with the Teaching and Learning Center and the College Hour schedule.
- Coordinating with the other faculty liaison positions, providing training and jointly organized opportunities to fulfill state requirements.
- Designing, developing and maintaining reporting procedure for meeting the outcomes of professional development day events, as well as other events throughout the year.
- Working with faculty to design training that helps faculty clarify outcome statements to clearly define learning expectations for SLO/PLO, curriculum, syllabi, and instructional materials.
- Communicating matters of quality assurance to appropriate constituencies (i.e. reporting and assessment: How did it impact instructional improvement; create and maintain annual reports that adhere to the new state chancellor’s guidelines for professional development through SB 1456).
- Taking a leadership role in instructional improvement efforts.
- Structuring and document dialog about instructional improvement efforts.
- Strengthening the role of assessment data within the program planning process.
- Other duties as assigned.

To be eligible for this 20% load alternative faculty assignment, you must meet the minimum qualifications for classroom instruction at Gavilan College.

If you are interested in this 20% load alternative faculty assignment for the 2013-14 academic year, please do the following:

1. **Prepare a letter, addressed to Dr. Kathleen Rose, which includes a brief personal statement indicating how your experience and education best qualifies you for this assignment and a description of any additional education you have acquired since being employed at the college.**

2. **Deliver, fax or email the above item to Eric Ramones, Human Resources Director, 5055 Santa Teresa Blvd. Gilroy, CA 95020. Contact Eric Ramones at (408) 848-4753 if you have questions. Your letter must be submitted no later than 5:00 pm, Wednesday, October 30, 2013.**
NON-DISCRIMINATION

Gavilan College is an equal opportunity/affirmative action/Title IX/Employer of Disabled, committed to hiring a diverse staff. All qualified individuals regardless of race, color, religion, sex, national origin, age, disability, military status, sexual orientation, or marital status are encouraged to apply. If you have a verifiable disability, and require accommodation to complete an application please contact the Human Resources Office at (408)848-4753.