



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 2018-19 academic year. This assignment is open to all Gavilan faculty. Full-time faculty hired will have 20% reassigned time. Part-time faculty hired working 9.5 units or less will receive the equivalent pay of 20% or a three unit course load which is approximately \$3,308.79 - \$5,047.68 per academic semester. The supervising administrator for this position is the Interim Vice President of Academic Affairs Dr. Kathleen Rose. To be considered, a written letter of interest must be submitted to Michaela Gonzalez, Human Resources Technician, by 5:00pm Wednesday, May 16, 2018.

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 mentor 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 assesses 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 mentoring throughout the semester for the mentor-mentee pairs to ensure 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.
 - Work collaboratively with Guided Pathways Task Force.
 - 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 Academic Affairs.
- Schedule bi-weekly meetings with the Vice President of Academic Affairs.
- 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 2018 – 2019 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 e-mail the above item to Michaela Gonzalez, Human Resources Technician, 5055 Santa Teresa Blvd, Gilroy, CA 95020. Contact Dr. Eric Ramones, Vice President, Human Resources and Labor Relations at (408)848-4753 if you have questions. Your letter must be submitted no later than 5:00pm, Wednesday, May 16, 2018.**

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.