



## **Faculty Liaison Position – Emphasis Professional Learning**

**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 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.**

### Duties and Responsibilities

#### Professional Learning:

- Faculty Liaison/Emphasis in Professional Development: Co-chairing of the Professional Development Day Committee for Fall Convocation and Spring Faculty Learning days.
- Regularly surveying faculty, formally and informally, for interests and needs.
- Planning two Professional Learning Days a year (for faculty) in collaboration with the Vice President of Academic Affairs.
- Planning several semester activities including brown bags, best practices, sharing successes with a focus on current initiatives to include Guided Pathways and new pedagogical techniques 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 and local strategic plan.
- Designing, developing and maintaining a reporting procedure for meeting the outcomes of professional learning day events, as well as other events throughout the year. These reports will be maintained in the Office of Academic Affairs.
- 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.
  - Develop materials to support Guided Pathways and Strategic Goals.
- 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 SB1456.
  - Reporting these activities through bi-weekly meetings with the Vice President of Academic Affairs.
- Taking a leadership role in instructional improvement efforts and Guided Pathways.
- Structuring and document dialog about instructional improvement efforts.
- Strengthening the role of assessment data within the program planning process.
- Work collaboratively with the Faculty Professional Learning Committee Chair.

- Other duties as assigned.

If you are interested in this 20% load alternative faculty assignment for the **2018-19** 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.