



**Human Resources**  
**5055 Santa Teresa Blvd**  
**Gilroy, CA 95020**  
**Phone: (408) 852-2823 Fax: (408) 846-4944**

**Business**  
PART-TIME INSTRUCTOR  
(PART-TIME NOT TO EXCEED 67% OF A FULL-TIME LOAD)  
**Open Until Filled**

**DEPARTMENT:**

Career Education - Contact: Dean of Career Education, Workforce and Educational Partnerships: Susan Sweeney at [ssweeney@gavilan.edu](mailto:ssweeney@gavilan.edu)

**ABOUT GAVILAN:**

Located in the heart of California between San Jose and Monterey, Gavilan College's main campus in Gilroy serves a diverse student population in a beautiful, park-like setting. In addition, we have campus centers located in Hollister, San Martin, and South San Jose, which offer students a variety of courses and programs. Our community recently voted to pass Measure X, a bond to renovate the main campus and build a full-service campus in Hollister. Gavilan is proud to meet the needs of our growing community, offering high-quality education in more than 70 transfer-related fields and over 30 industry-relevant career pathways; in 2020-21, we awarded more than 600 Associate Degrees and more than 797 career education certificates.

Gavilan College, a Hispanic Serving Institution with a 58% Latinx student population, is committed to achieving educational equity for all students. We work to provide students with a rich and relevant learning experience that emphasizes student engagement in and out of the classroom, encouraging students of all ethnic and socioeconomic backgrounds to realize their goals and become socially responsible leaders. When you join our team at Gavilan College, you will become part of an innovative and equity-focused community that approaches higher education as a matter of social justice requiring broad collaboration among faculty, staff, administration, students, and community partners.

Gavilan College fosters justice, equity, diversity, and inclusion through its Principles of Community. As a member of the Gavilan College community, you will join us in valuing the worth and dignity of every person, the pursuit of truth, devotion to excellence, and the principles of democratic citizenship. All Gavilan employees strive to maintain these ideals in an environment of inclusiveness and mutual respect. We live these shared Principles of Community and work collaboratively to serve as a model of an exemplary, student-centered community-serving college.

**THE POSITION:**

Are you interested in creating an exceptional educational environment for students who are part of a dynamic, inclusive community? If you see yourself as an educator who empowers students of diverse backgrounds to reach their potential, we invite you to apply for this position. At Gavilan College, we welcome your commitment to fostering a learning environment where resources are devoted to developing opportunities for

students to break barriers and thrive as scholars and community members.

- This position requires development and review of curriculum, as well as, assessment of student learning.
- The teaching assignment may require teaching lecture-discussion courses during day, evening, or on Saturday and/or in an on-line/distance education format.
- The assignments are based on departmental need on a semester-by-semester basis.
- This position is represented by the Gavilan College Faculty Association.

### **IDEAL CANDIDATE:**

Gavilan College is committed to recruiting individuals that embody our Principles of Community by:

- actively demonstrating a commitment to embracing and celebrating diversity;
- committing to collaboration, effective communication and the development of strong working relationships;
- promoting purposeful inclusion of all groups and the free exchange of ideas in a respectful, trusting and considerate environment; and
- demonstrating a commitment to an environment where all students achieve their goals and have access to equitable resources and opportunities.

The ideal candidate for this position is an equity-minded individual who understands the importance of holding ourselves accountable for closing equity gaps and engaging in equitable practices both in and out of the classroom. Gavilan strives to attract candidates who view the elimination of inequities as an individual and collective responsibility and who are able to reframe inequities as a problem of practice. In addition, the ideal candidate is able to demonstrate a commitment to student-centered teaching practices, effective cross-disciplinary and cross campus collaboration, transparent decision-making, and purposeful service to the community. The ideal candidate will embrace the role of an educator who is continually learning anti-racist pedagogy and adapting to the needs of a diverse student population.

The ideal candidate would have the capacity to provide face to face or hybrid instruction, have the ability to utilize culturally responsive teaching and pedagogy to support our students.

### **DUTIES AND RESPONSIBILITIES:**

- Provide instruction for assigned courses. This includes preparation for in-class or on-line/distance education activities, evaluation of students' work, consultation with students outside of class and/or on-line, maintenance of currency in the subjects taught.
- Maintain accurate class and other records required by the district.
- Submit, when due, attendance rosters and grade reports.
- Follow course outlines as filed in the instruction offices.
- Maintain office hours each week, as per the collective bargaining agreement.
- Observe, support, and enforce the regulations, policies and programs of the District.
- Provide each student with a written course syllabus at the beginning of the course.
- Refer students to appropriate college sources for information on counseling and other student services.
- Assist students by providing advice on requirements for successful achievement in the members' area of expertise.
- Maintain an effective classroom environment and workspace.
- Work cooperatively within the college community.
- Foster a positive working environment that is free from harassment, prejudice and/or bias.
- Demonstrate a respect for the dignity of everyone.
- Perform other instructional related duties as assigned.

### **REQUIREMENTS:**

- Master's in accountancy or business administration with accounting concentration
- **OR** Bachelor's in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis **AND** Master's in business, business administration, business education, economics, taxation, finance or the equivalent

*(NOTE: A bachelor's degree in accountancy or business administration with accounting concentration, with a CPA license is an alternative qualification for this discipline.)*

Foreign Degree Holders: Please see the Required Application Documents section below for important information regarding the evaluation of your foreign degrees.

### **FOREIGN DEGREE HOLDERS**

For positions requiring a degree, all foreign degree credentials must be evaluated by a third party to determine the equivalent U.S. degree and major, and the Foreign Credential Evaluation must be attached to your application before your application will be considered. Not attaching your Foreign Credential Evaluation will render your application incomplete. Evaluations should provide the name of the institution attended, a description of your credentials, the major field of study, and the U.S. equivalent for each credential. For a list of evaluating agencies, visit the [State of California Commission on Teacher Credentialing](#). Note: Even if you obtained your graduate degree(s) in the U.S., you must attach a Foreign Credential Evaluation for your undergraduate degree if it was obtained outside the U.S.

### **HOW TO APPLY**

If you are interested in this part-time position and meet the minimum qualifications, please submit the following items directly through the CCC Registry Website:

- Apply at: [www.ccregistry.org](http://www.ccregistry.org)
- The following items must be received by CCC Registry:
  1. CCC Registry online application (required)
  2. Cover letter indicating why you are interested in the position (required)
  3. Current resume (required)
  4. Unofficial transcripts (required - official transcripts will be required if hired for the position)
- Applicants who do not meet minimum qualifications must submit Supplemental Application for Equivalency ([http://www.gavilan.edu/jobs/apps/Supp\\_App\\_Equiv\\_Det.pdf](http://www.gavilan.edu/jobs/apps/Supp_App_Equiv_Det.pdf))

If you have questions related to the CCC Registry or technical aspects regarding submitting application materials on the CCC Registry website, please contact the CCC Registry directly at [registry@yosemite.edu](mailto:registry@yosemite.edu) or call (800) 245-4157

**PLEASE NOTE:** Gavilan College Open Until Filled part-time faculty positions are open to applications on a continuous basis. Although there may not be any current openings, applications will remain on file until the hiring department has an immediate need to add candidates to their pool Screening and interviews can be conducted at any point in time as the hiring department desires.

### **NON-DISCRIMINATION**

Gavilan College is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, identity, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws. If you have a verifiable disability and require accommodation to complete an application please contact the Human Resources Office at (408)852-2823.