



## **RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT**

# **Coordinator of Planning and Accreditation**

*60% Released Time*

**Closing Date: May 31, 2017**

### **Objectives of Assignment:**

Assure that faculty are actively engaged in the GCC planning and accreditation processes and fulfilling faculty roles and responsibilities in helping GCC meet or exceed accreditation standards.

### **Description of Assignment:**

Works with the instructional administration, classified staff, Academic Senate, and Guild to promote faculty leadership and participation in planning, program review and accreditation, including:

- assist in organizing the process of developing accreditation reports,
- maintaining currency and knowledge of accreditation standards,
- working in coordination with Faculty Professional Development Coordinator to ensure that faculty professional development regarding accreditation standards is ongoing,
- assuring that faculty are participating in activities to meet appropriate accreditation standards and timelines,
- providing current information related to planning and accreditation to the Academic Senate, Board of Trustees and campus community, and
- co-coordinating institutional master planning activities and timelines.

### **Supervision Exercised and Received:**

Supervision provided by the Dean of Research, Planning, and Grants

### **Tasks and/or Activities Required:**

In collaboration with the instructional administration, will co-coordinate planning and accreditation activities including:

- Working collaboratively to integrate planning, program review, and accreditation with SLOs, enrollment management, research, and other campus processes
- Coordinating with programs and SLO Coordinators to develop appropriate data and reporting materials
- Participating in workshops, conferences, and other activities to ensure currency with accreditation standards; participating in the organization of meetings, workshops and conferences as needed to facilitate the education of the campus community on the accreditation standards and completion of accreditation tasks as well as the planning process
- Co-coordinating the development/implementation of the Institutional Master Plan on a seven-year cycle, and adjusting this plan as necessary

- Serving on the following committees:
  - Institutional Planning Coordination Committee
  - Accreditation Steering Committee
  - Master Planning Committee (Team A)
  - Planning Resource Committee (Team B)
- Serving as resource on the following committees:
  - Budget Committee
  - Program Review Committee
  - Learning Outcomes Committee
  - Enrollment Management Committee
- Attending other governance committee meetings as necessary

**Preferred Qualifications:**

- Tenured faculty member
- Demonstrated organization and leadership skills.
- It is recommended that the applicant have:
  - Knowledge of campus programs, curriculum, and SLO assessments.
  - Knowledge of the program review and planning processes at GCC
  - Familiarity with accreditation standards and processes.

**Stipend and/or Released Time:**

60% released time

**Term of Assignment:**

5 Years subject to annual review by the RT/EP Committee and the availability of funding.  
Stipend for short sessions possible depending on work needs

**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: May 31, 2017**

*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*

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Attach Additional Sheets, If Necessary

<b>Name:</b>	
<b>Current Position at GCC:</b>	<b>GCC Telephone Extension:</b>
<b>Relevant Experience and Education:</b>	
<b>Other:</b>	
<b>References:</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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