



ASSIGNMENT OPPORTUNITY ANNOUNCEMENT

Faculty Development Coordinator

60% Assignment

Closing Date: May 30, 2024

To **plan, curate, implement, coordinate,** and **evaluate** professional development opportunities and programs that align with the institutional goals to address, reduce, and eliminate achievement gaps in teaching and learning. This program should be cohesive with the efforts of Human Resources and Classified Professional Development.

Supervision Exercised and Received:

Supervision provided by the Dean of Library and Learning Support Services

Preferred Qualifications:

- Significant successful experience in full-time tenured teaching at GCC.
 - Knowledge of instructional techniques, theory, and delivery methods for professional development.
 - Ability to collaborate effectively with faculty from various disciplines.
 - Familiarity with culturally responsive and developmental instructional strategies.
 - Strong organizational, planning, critical thinking, and communication skills (including proficiency in navigating software and learning management platforms).
-

Tasks and/or Activities Required:

Planning Faculty Development Opportunities

- Researches and analyzes teaching and learning theories, instructional methodology and technology, learning pedagogy, educational delivery methods and best practices and designs approaches to provide that information to support faculty in their pursuit to provide high quality student learning
- Uses data driven tools to assesses faculty professional development needs and reports findings and prepares an annual survey and evaluation report of the effectiveness of the faculty professional development activities provided and completes Program Review

- Coordinating with division leadership about high-relevance professional development for specific disciplines
- Develop opportunities for bundling of high impact professional development like certificate programs, communities of practice, etc...

Curating Faculty Development Opportunities

- Collaborate with faculty providing professional development across campus
- Assess faculty development opportunities for cycles of value as well as where they fit in the faculty development plan and meeting institutional goals.
- Ensure all faculty development opportunities have an assessment/evaluation component.
- Mentor faculty development facilitators, offering guidance on how opportunities might be valuable to other audiences, offered in different modalities or formats, replicated to reach more faculty members, or adjusted to meet/align with institutional goals.

Coordinating Faculty Development Opportunities

- Markets the faculty professional development opportunities and provides outreach about tuition reimbursements and faculty unit credits.
 - Assures compliance of district and state requirements regarding faculty professional development
 - Works with instructional designer and faculty development facilitators to ensure that there are sufficient professional development opportunities to meet requirements of faculty teaching across modalities
 - Collaborates with Guild to ensure that flex requirements are clearly communicated to the faculty when changes are made and all requirements are clearly communicated on the website.
- Supports the coordination and outreach for the SanFACC program

Implementing Faculty Development Opportunities

- Host faculty development opportunities, including gatherings of faculty development leaders
- Support the logistics of offering faculty development opportunities
- Provide leadership for professional development facilitators and those developing new tracks for faculty development

Evaluating Faculty Development Opportunities

- Works with stakeholders to evaluate Faculty Development opportunities
- Engages in a reflective process with faculty development facilitators to increase application of professional learning
- Works with the GCC Flex Committee and administers the procedures for approval of “flex” hours as delineated in the GCC Collective Bargaining Agreement.

Collaboration with District and Classified

- Co-chairs the Professional Development Committee and necessary work groups to support the coordination of professional development for faculty, classified staff, and management.
- Coordinates with Administration, Human Resources, Institutional Planning, and Academic Senate to elicit professional development needs
- Prepares annual budget requests and administers makes recommendations regarding the administration of financial resources for district and state funds provided for faculty professional development
- Work with Human Resources and the Classified Professional Development Coordinator to modify opportunities or provide as-is for administration professional development or Classified Professional Growth Hours.
- Works collaboratively with grant-based programs and institutional strategic plan to institutionalize successful teaching/learning strategies and pedagogical approaches to impact student outcomes.

Stipend and/or Released Time:

60% released time

Term of Assignment:

One year subject to an annual review by the RT/EP Committee and the availability of funding.

In this year, the person in this position will also work with other campus PD coordinators, such as the new Campus Professional Development Coordinators, GP PD, DE PD, and DEIA PD to reformulate/reimagine this position and coordinated campus PD

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 composed of the Vice President of Instruction, Senate President and Guild President will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

*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.*

**Released Time/Extra Pay Assignment
Application**



APPLICATION FORM
Faculty Development Coordinator
60% Assignment
Closing Date: May 30, 2024

Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

*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.*