



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

# **Faculty Coordinator of Institutional Effectiveness**

*60% Released Time*

**Closing Date: April 12, 2022**

### **Objectives of Assignment:**

Participates in the coordination and support of institutional effectiveness activities such as accreditation, program review, and planning.

### **Description of Assignment:**

- works collaboratively to integrate accreditation, program review, and planning, with learning outcomes, institutional research, and other college processes to ensure evidence-based decision-making
- ensures the fulfilling of faculty roles and responsibilities in accreditation, program review, and planning
- provides current information related to accreditation, program review, and planning to the Academic Senate, Board of Trustees and college community.

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

Supervision provided by the Program Manager of Accreditation and Institutional Effectiveness

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

In collaboration with the administration, supports accreditation, program review, and planning activities including:

- works with the administration, classified staff, Academic Senate, and Guild to promote college wide participation in accreditation, program review, and planning
- assists with meetings, presentations, information campaigns, and professional development to facilitate the education of the college community on planning, program review, accreditation, and importance of data-driven decisions
- participates in the development of accreditation reports
- supports online systems, processes, and activities of institutional effectiveness
- coordinates with programs and learning outcomes coordinators to develop appropriate data and reporting materials
- assists with the development and implementation of the Institutional Master Plan
- serves as a liaison between the Office of Research & Planning and the Academic Senate for informational updates and for the scheduling of accreditation and Chancellor's Office items for Senate review, input, and approval
- serves as a peer evaluator on accreditation site visits and attends accreditation conferences and events to ensure knowledge and currency of accreditation standards, policies, and practices

- serves as a voting member of the following committees:
  - Accreditation Steering Committee
  - Master Planning Committee (Team A)
  - Planning Resource Committee (Team B)
- serves as resource on the following committees:
  - Program Review Committee
  - Institutional Planning Coordination Committee
  - Budget Committee
  - Learning Outcomes & Assessment Committee
- attends 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 governance processes at the College
  - Knowledge of college programs, curriculum, and learning outcomes assessments.
  - Experience with the program review and planning processes at GCC
  - Experience 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: April 12, 2022**

*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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**Closing Date: April 12, 2022**

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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