

UPDATED/REVISED JOB ANNOUNCEMENT

Tenure Review and Evaluations Coordinator (.20 LED Reassigned Time Fall & .10 LED Spring Semesters) Two Year Term

This position is open to all tenured faculty at Cuyamaca College.

The Tenure Review and Evaluations Coordinator serves as an advocate and facilitator of clear, accurate, fair, and equitable tenure review and faculty evaluation processes and works to ensure that these processes are useful, substantive, meaningful, and reflect Cuyamaca's Mission, Vision, Values and Strategic Goals.

The Tenure Review and Evaluations Coordinator will balance the roles responsibilities between the fall with 0.20 RT and spring with 0.10 RT semesters to reflect the level of time commitment reflected in the allotted reassigned time.

Qualifications:

- Established commitment to the College's mission, vision, and strategic goals and commitment to racial equity, social justice, and student-centered practices

Preferred qualifications:

- Teaching Online Experience, DE Certified
- Successful completion of the Equity-Minded Teaching & Learning Institute (EMTLI).

They report to and work collaboratively with the Academic Senate and the Vice President of Instruction.

The duties and responsibilities include the following:

1. Coordinate all tenure-review activities, including the training of tenure-review committee members;
2. Implement tenure and evaluation policies detailed in the AFT Agreement, ~~Section 5.6~~; Article V;
- ~~7.~~ 3. Provide a list to the Governing Board of all tenure-track candidates who have successfully advanced in March of each year;
- ~~8.~~ 4. Assist the VPI in ensuring all evaluation forms and feedback have been received and processed in a timely manner.
- ~~3.~~ ~~Oversight of the Academic Senate's Faculty Mentoring Program.~~
4. 5. Facilitate yearly training orientation and onboarding session(s) for tenure-track faculty and tenure review committee members during the fall Professional Development Week.
- 5.6. ~~Provide guidance,~~ Coordinate tenure-track evaluation processes with faculty, committee members, and administration;
7. Plan, coordinate, and disseminate training and support for tenure review candidates.

8. Plan, coordinate, and disseminate training and support for **evaluators and evaluatees**.

9. Plan, coordinate, and disseminate professional development training and resources for tenure review committee members and faculty evaluators to support accurate, equitable, and growth-centered approaches to tenure review and evaluations processes.

10. Collaborate with the Teaching and Learning Coordinators, Academic Senate, Chair of Chairs, Distance Education Coordinator (DE Coordinator), and other campus partners as needed to provide relevant trainings and workshops related to the tenure review and faculty evaluations processes.

11. Assist evaluators and evaluatees in understanding the expectations and standards embedded and assessed in the tenure review and evaluations processes.

6. 12. Serve as a resource to tenure-track faculty during the process;

6. 13. Serve as a resource to evaluators and evaluatees;

14. Create and maintain supporting resources to assist in the tenure review and evaluation processes such as a guide to best practices and an Evaluations Handbook.

15. Support and facilitate a campus culture where evaluations serve as opportunities for meaningful dialogue, exploration, and growth within a supportive environment that highlights fairness, equity, and care.

16. Identify local elements of tenure and evaluation processes that need improvement and collaborate with appropriate campus partners to achieve improvement;

17. Regularly communicate with the Academic Senate and the Evaluation Taskforce(s) to ensure a clear and accurate understanding and implementation of evaluation expectations, processes, and resources.

Application Process: Submit a letter of interest that responds to the following questions:

1. Why are you interested in this assignment?
2. How do you envision carrying out the duties and responsibilities?
3. What in your background prepares you for this assignment?
4. How should equity inform the tenure review and evaluation processes?

Submit the letter directly to Debi Ridulfo, Office of Vice President of Instruction, via email (debi.ridulfo@gcccd.edu).

Deadline: *Friday, March 17, 2023 by 12 noon.*

Selection: Candidates will be interviewed by the Academic Senate President and the Vice President of Instruction. It is anticipated that interviews will be conducted as soon as is possible after deadline date. The selection will be made by the Academic Senate Officers Committee in consultation with the Vice President of Instruction.

Semesters RT Value

Fall .20

ORIGINAL JOB ANNOUNCEMENT

Tenure Review Coordinator

(.20 LED Reassigned Time Fall & .10 LED Spring Semesters)

Two Year Term

Fall 2023-Spring 2025

This position is open to all full-time faculty at Cuyamaca College.

The College is seeking a faculty **Tenure Review Coordinator** for a two-year term beginning **Fall 2023**.

The duties and responsibilities, and application process are detailed below. **The application deadline is Friday, March 17, 2023 by 12p.**

The Tenure Review Coordinator will work collaboratively with the Vice President of Instruction and the Academic Senate President.

The duties and responsibilities include the following:

1. Coordination of all tenure-review activities, including the training of tenure-review committee members;
2. Implementation of tenure and evaluation policies detailed in the AFT Agreement, Section 5.6; 3. Oversight of the Academic Senate's Faculty Mentoring Program.
4. Conduct a yearly training for tenure-track faculty and committee members during the fall Professional Development Week.
5. Provide guidance, and coordinate tenure-track evaluation processes with faculty, committee members and administration;
6. Serve as a resource to tenure-track faculty during the process;
7. Provide a list to the Governing Board of all tenure-track candidates who have successfully advanced in March of each year;
8. Assist the VPI in ensuring all evaluation forms and feedback have been received and processed in a timely manner.

Application Process: Submit a letter of interest that responds to the following questions:

1. Why are you interested in this assignment?
2. How do you envision carrying out the duties and responsibilities?
3. What in your background prepares you for this assignment?
4. How does equity inform the curriculum review process?

Submit the letter directly to Debi Ridulfo, Office of Vice President of Instruction, via email (debi.ridulfo@gcccd.edu).

Deadline: **Friday, March 17, 2023 by 12 noon.**

Selection: Candidates will be interviewed by the Academic Senate President and the Vice President of Instruction. It is anticipated that interviews will be conducted as soon as is possible after deadline date.