HARTNELL COLLEGE

SPECIAL ASSIGNMENT POSITION DESCRIPTION
Instructional Design Faculty Liaison

DESCRIPTION OF PROJECT, WORK, AND/OR SERVICE REQUESTED:

- The *Faculty on Special Assignment (FOSA): Instructional Design Faculty Liaison* serves as a faculty voice for instructional design pedagogy supporting the Professional Learning Center (PLC) with instructional design pedagogy, Universal Design for Learning (UDL), and faculty development. This is a faculty-peer role; formal instructional design training is not expected. The faculty member will also maintain regular office hours to provide consultation and instructional design support to faculty. This positions works with**:** CTE Shortened-Term Instruction Faculty Leader, Professional Learning Chair, Instructional Designer (Staff), Distance Education (DE) Coordinators, CTE deans and faculty, Learning and Innovation Technologists, and RISE Project Director.

REPORTS TO VICE PRESIDENT OF INSTRUCTION (OR DESIGNEE)

DUTIES AND RESPONSIBILITIES:

- Serve as a faculty peer resource on instructional design pedagogy: backward design, outcome alignment, active learning, UDL, and equity-minded teaching.
- Hold regular office hours and provide one-on-one and department consultations.
- Design and facilitate workshops, learning communities, and FLEX activities on instructional design, UDL, equity-minded pedagogy, and assessment.
- Collaborate with DE Coordinators on regular and substantive interaction (RSI), and online and hybrid teaching; support faculty preparing for CVC-OEI or local quality review.
- Help plan the annual calendar of offerings and maintain a library of recorded workshops, slide decks, and resources.
- Track participation, gather feedback, assess impact, and monitor trends in teaching, including responsible use of AI.
- Commit to ongoing professional learning.
- Serves on or consults with relevant committees (e.g., Professional Learning Advisory Committee, Distance Education Committee) as assigned.
- Other duties as assigned.
- **How this role fits the team.** The staff Instructional Designer handles course structure, accessibility, and compliance; the Learning and Innovation Technologist and IT support campus technology; and Distance Education Coordinators guide online teaching. The FOSA complements them with peer-based pedagogical development, especially course redesign for compressed terms, without duplicating classified staff's technical production or compliance work.

DELIVERABLES EXPECTED:

- Develop and facilitate professional learning opportunities on topics such as instructional design, online course organization, assessment, and instructional technologies.
- Keep track of training offered.
- Maintain a library of recorded workshops, slide decks, handouts, self-paced tutorials, and other training resources.

QUALIFICATIONS AND KNOWLEDGE:

Minimum:

- Current full-time Hartnell College faculty member (tenured or tenure-track)
- At least three years of community college teaching experience

- Experience leading or facilitating professional development for colleagues
- Sensitivity to the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty, and staff

Desirable:

- Master's degree or coursework in instructional design, educational technology, curriculum and instruction, or a related field
- Experience designing or redesigning courses using instructional design principles
- Experience coaching colleagues; ongoing professional development in course design and UDL
- Training or certification in instructional design, UDL, or online teaching (e.g., @ONE, CVC-OEI peer review, Quality Matters), or related master's coursework
- Familiarity with Canvas, RSI, and accessibility requirements (ADA, Section 508)

TERMS OF APPOINTMENT:

- 50% reassigned time for the Spring 2027 and Fall 2027 semesters, retaining current salary placement and benefits.
- Time commitment is expected to be about 19 hours per week.
- If the assignment includes work during the summer – stipend, summer work, or overload terms follow the Faculty Association agreement.
- Renewal depends on funding, program needs, and a satisfactory annual review.
- Monthly time and effort reports are required to be submitted to and discussed with supervisor.

APPLICATION PROCESS:

- Submit the following: 1) letter of interest addressing your course design, professional development, UDL, shortened-term or CTE experience (maximum two pages), 2) a current CV or resume, and 3) endorsement or acknowledgement from your dean.
- Submit to HR **by email only to hr@hartnell.edu.**
- Deadline for submission is 5:00pm on Monday, December 7, 2026.
- Selection of successful candidate(s) will be determined by a committee comprised of appropriate administrators and the Academic Senate president or designee.

Note to Applicants: Concurrent Special Assignments

Hartnell College is posting two Faculty on Special Assignment positions at the same time: 1) CTE Shortened-Term Instruction Faculty Leader and 2) Instructional Design Faculty Liaison. Each one carries 50% reassigned time for one academic year. The College plans to continue both assignments beyond the first year, subject to annual review and continued funding.

Faculty are welcome to apply for one or both positions. The two assignments can be held by different faculty members, or they can be combined into a single 100% reassignment for one candidate whose interests and experience fit both roles. The College will decide on the best arrangement after reviewing all applicants.

Each position requires its own application. Faculty applying for both must submit a separate letter of interest for each, addressing that assignment's specific duties and qualifications. One combined letter will not be considered for both positions. Each application is reviewed on its own merits, and applying for both does not disadvantage a candidate for either one.