

**Job Description: Full-Time Faculty Professional Learning Faculty Coordinator (100% Release Time)**

*Hartnell College Center for Professional Learning*

**Position Summary:**

Hartnell College seeks an innovative and equity-minded tenured faculty member to serve as the inaugural *Professional Learning Faculty Coordinator* for the newly established Center for Professional Learning. This position is a 100% release-time assignment for a three-year term and will report to the Vice President of Student Success and Teaching Excellence or designee. The Coordinator will lead, implement, and assess professional learning experiences for faculty, staff, and administrators that are inclusive, data-informed, and student-centered.

**Responsibilities:**

- Design and coordinate professional development offerings grounded in the Achieving the Dream (ATD) Teaching and Learning Toolkit.
- Serve as FLEX Coordinator, including tracking and documentation of individual faculty FLEX obligations.
- Collaborate with Institutional Research, Human Resources, and Information Technology to track participation and compliance in mandated trainings.
- Develop and implement inclusive application procedures for travel and professional learning resources.
- Maintain a comprehensive calendar and online presence for TLC offerings and events.
- Co-lead the TLC alongside a classified staff partner and participate in tri-chair governance with administrative designee.
- Manage and track the TLC's annual budget and resource allocation.

**Minimum Qualifications:**

- Current tenured faculty member in good standing at Hartnell College.
  - Demonstrated commitment to equity and student success.
  - Experience designing or facilitating professional development.
  - Familiarity with institutional initiatives.
  - Strong interpersonal and organizational skills.
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## **Year One Deliverables (2025–2026):**

### **1. Establish Center for Professional Learning Infrastructure:**

- Launch website and maintain up-to-date event listings.
- Develop and publicize a year-long calendar of offerings aligned with institutional goals.

### **2. Coordinate Key Professional Learning Programs:**

- Offer at least 3 workshops/seminars during the Spring 2026 semester.
- Support onboarding initiatives such as New Faculty Orientation and Faculty Teaching Academy.

### **3. Build Processes for Resource Equity:**

- Develop transparent and inclusive procedures for travel funding and on-campus learning opportunities.

### **4. FLEX Oversight:**

- Ensure 100% compliance in FLEX documentation and reporting.
- Host at least one FLEX information session for faculty per term.

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### **Term of Assignment:**

One Year with a possibility of one to two additional years, contingent upon funding, with 100% release time. This position is expected to work on site at any of Hartnell College's campuses/centers.

### **Application Process:**

Interested tenured faculty should submit a letter of interest by 12:00 noon on Monday, May 19<sup>th</sup>.