



## **SPECIAL ASSIGNMENT POSITION DESCRIPTION**

### **Part-Time Faculty College Re-Design Team Members for 2019-2020 Academic Year (5 Open Positions)**

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

Hartnell College is committed to engaging all stakeholders in the process of College Re-Design Guided Pathways. To this end, we will hire five part-time faculty, one for each College Re-Design team. These part-time faculty will work directly with the team leads, co-leads, and other team members as they conduct inquiry, design more user-friendly processes to promote improved student success, and seek and respond to feedback from the College prior to implementation.

**REPORTS TO:** Dean of Institutional Planning, Research, and Effectiveness

#### **SAMPLE DUTIES AND RESPONSIBILITIES:**

- Attend and participate in monthly 90-minute team meetings as an acting team member. A list of regular team meeting times for the 2019-2020 academic year is included below:
  - Pre-Enrolled Students Team: meets the first Friday of the month from 9:00-10:30 a.m.
  - Entering Students Team: meets the first Friday of the month from 1:00-2:30 p.m.
  - Continuing Students Team: meets the first Tuesday of the month from 3:00-4:30 p.m.
  - Completing Students Team: meets at the Alisal campus on the fourth Friday of the month from 9:00-10:30 a.m.
  - Facilitation Team: meets on the second Monday of the month from 3:00-4:30 p.m.
- Option for paid attendance to monthly 90-minute Assembly meetings, where team leads, co-leads, and some team members report out about their work and receive College feedback.

#### **DELIVERABLES EXPECTED:**

- Collaborate with assigned team to produce team designs.
- Collaborate with Inquiry & Design Team to complete work related to the Chancellor's Office annual work plan.

#### **DESIRED QUALIFICATIONS AND KNOWLEDGE:**

- Currently a part-time faculty member at Hartnell College.
- A demonstrated ability to follow through on projects.
- Comprehension of the Guided Pathways framework, and how it may impact student outcomes and/or prior College Re-Design experience.
- Availability and flexibility in regards to team placement.

**TERMS OF APPOINTMENT:**

- This is a temporary assignment for the 2019-2020 academic year (August – May), dependent upon continued employment at the College as a part-time faculty member and upon continued availability to attend the team meetings during Spring 2020.
- The part-time faculty member will be paid hourly at the rate of \$40 an hour.
- Monthly time and effort reports are required to be submitted to and be discussed with supervisor.

**APPLICATION PROCEDURES:**

1. Submit a brief letter of intent that specifies your interest in and qualifications for the assignment. (Max. 1 page). Clearly state and rank preference for which team (or teams) fit into your Fall 2019 schedule.
2. Submit to HR in person (D-108) or by email to [work@hartnell.edu](mailto:work@hartnell.edu).
3. Deadline for submission is Wednesday, May 15, 2019 at 3:00 pm.