



SPECIAL ASSIGNMENT POSITION DESCRIPTION

Community College Pathway to Law School Initiative – Faculty Champion

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

The faculty champion will be responsible for representing Hartnell College in the Community Colleges Pathway to Law (PTL) School Initiative. Organize and lead Pathway to Law student activities and organize Law Day. Duties also include working with the Chancellor's Office to ensure requirements of the Pathway to Law program are being met. This role is aligned with the Faculty Champion model described in the American Bar Association's Community College Pathway to Law Toolkit, providing the vision, leadership, and continuity needed to build institutional support and sustain the program over time.

Reports to Dean of Academic Affairs, Social & Behavioral Sciences

SAMPLE DUTIES AND RESPONSIBILITIES:

- Organizing Pathway to Law Student Activities that may include
 - Guest speakers
 - Law Day Webinars
 - Law Day
 - Field Trips
- Recruiting and tracking PTL students
- Monitoring completion and transfer metrics and addressing areas for growth
- Working with the Chancellor's Office to ensure compliance
- Convening and maintaining an Advisory Group of students, alumni, faculty, pre-law/career advisors, local bar association members, attorneys, and law school admissions staff, consistent with the ABA Toolkit's recommended program structure
- Cultivating partnerships with local law schools, bar associations, and legal community members to strengthen recruitment, mentorship, and transfer pipelines
- Reviewing and recommending curriculum enhancements to support Pathway to Law coursework
- Supporting program institutionalization and succession planning to ensure long-term sustainability

DELIVERABLES EXPECTED:

- Compile and maintain current list of active PTL students
- Regular and timely communications with Cal Law, including updating lists of active PTL students
- Student Field Trips to encourage future study
- Guest Speakers to support student career development
- Active Advisory Group with regular meetings and updated membership records
- Documented curriculum review and recommendations aligned with ABA Toolkit guidance
- Annual summary of program outcomes, including completion, transfer, and student participation metrics

DESIRED QUALIFICATIONS AND KNOWLEDGE:

- Pathway to Law instruction experience
- Student mentorship and advising experience
- Canvas and online teaching (or web enhancing) experience
- Demonstrated commitment to equity and inclusion in the higher education environment

TERMS OF APPOINTMENT:

- The term of assignment will be for AY 2026-2027: September 2026-May 22, 2027.
- Compensation will be a stipend: \$3,000 paid at the end of each semester.
- Monthly time and effort reports are required to be submitted to and discussed with supervisor.
- This position is open to full and part-time faculty.

APPLICATION PROCESS:

1. Submit brief letter of intent that specifies your interest in and qualifications for the assignment (maximum 1 page).
2. Submit to HR **by email only to hr@hartnell.edu**.
3. Deadline for submission is Monday, August 17, 2026.
4. Selection of successful candidate(s) will be determined by a committee comprised of appropriate administrators and the Academic Senate president or designee.