



SPECIAL ASSIGNMENT POSITION DESCRIPTION

Tenure Review Project Lead

DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:

The Tenure Review Project Lead will be responsible for updating and creating new probationary faculty evaluation training materials; in accordance with the HCCD-HCFA contract creating new forms and templates including, but not limited to, Professional Growth Report, College-Related Activities Report, Professional Goals Report, Self-Appraisal Report, Summary Evaluation Report, and Tenure Review Committee Reports; researching and recommending portfolio software to replace the tenure binders; creating process flow sheets with critical due dates and actions; and researching and reporting on tenure process best practices at other institutions.

REPORTS TO: Vice President of Academic Affairs

SAMPLE DUTIES AND RESPONSIBILITIES:

In collaboration with other members of the Tenure Review Project Work Team:

- ◇ Participate in meetings.
- ◇ Research best practices and make recommendations.
- ◇ Identify and evaluate software to meet College evaluation needs.

DELIVERABLES EXPECTED

- ◇ Create training materials.
- ◇ In accordance with the HCCD-HCFA contract, create templates and forms.
- ◇ Document processes for further clarification and understanding.
- ◇ Recommend electronic software to replace tenure binders.
- ◇ Prepare reports, including monthly time and effort reports.

DESIRED QUALIFICATIONS AND KNOWLEDGE:

- ◇ Knowledge of the tenure process at Hartnell College.
- ◇ Recent participation with the tenure process or service on the Tenure Review Committee.
- ◇ Experience creating electronic forms, templates, and training materials.
- ◇ Strong written and communication skills, and demonstrated ability to plan and follow through on projects.
- ◇ Demonstrated ability to communicate effectively.

TERMS OF APPOINTMENT

- ◇ The term of the assignment will be Summer 2019; however, some components of the project may continue through the Fall 2019 semester. Continuation of the assignment from one semester to the next will be dependent upon showing of satisfactory performance, progress, if there is additional work that needs to be completed, and availability of continued funding.
- ◇ Time commitment for the summer project deliverables is expected to be eighty (80) hours.
- ◇ Compensation will be stipend of \$5,400.
- ◇ Monthly time and effort reports are required to be submitted to and discussed with supervisor.

APPLICATION PROCEDURES:

1. Submit brief letter of intent that specifies your interest in and qualifications for the assignment (max. 1 page).
2. Submit to HR **by email to work@hartnell.edu only**. Please do not bring hard copy to HR or email Alma Arriaga.
3. Deadline for submission is Friday, May 31, 2019, at 3:00 p.m.