



## **SPECIAL ASSIGNMENT POSITION DESCRIPTION**

### **Tenure Review Project Work Team Members (Two Open Positions)**

#### **DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:**

The Tenure Review Project Work Team Members will be responsible for reviewing and providing feedback on new, draft probationary faculty evaluation training materials and forms; researching electronic portfolio software to replace the tenure binders; and assisting with the creation of process flow sheets with critical due dates and actions.

**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.
- ◇ Review and provide feedback on draft documents.
- ◇ Review and provide feedback on electronic portfolio software alternatives.

#### **DELIVERABLES EXPECTED**

- ◇ Review and provide feedback on draft forms, training materials, process documents, and checklists.
- ◇ Research and evaluate electronic software packages.
- ◇ Prepare reports, including 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.
- ◇ Detail oriented.
- ◇ 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
- ◇ Time commitment for the summer project deliverables is expected to be six (6) hours.
- ◇ Compensation will be stipend of \$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](mailto: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.