

Reassignment Scope of Work:

Center for Innovation and Excellence in Teaching and Learning

CIETL Coordinator

Background

To achieve its goals of providing “educational and student services programs that help students meet their unique academic goals,” and “investing institutional resources on the structures, processes and practices that focus on a diverse student and staff population, promote excellence, equity, inclusion and transformative learning,” the College provides resources for dedicate faculty leadership for innovation and excellence in teaching and learning.

Role: CIETL Coordinator

In collaboration with the Office of Instruction and the Academic Senate, provide leadership on issues related to faculty professional development to ensure the College provides innovative, excellent teaching and learning for all students. Lead the Center for Innovation & Excellence in Teaching and Learning (CIETL).

Core Responsibilities

In this leadership position, the Faculty Coordinator’s responsibilities exceed those of serving on a college committee and are different from those enumerated in [Appendix D1](#) of the AFT contract.

Co-Chair Professional Development Committee

- Co-chair of Professional Development Planning Committee (PDPC)
- Non-voting member of Academic Committee for Equity and Success (ACES)
- Ensure the Professional Development Planning Committee fulfills its responsibilities as a college-wide planning committee responsible to PBC for creating and monitoring the College’s implementation of a Professional Development Plan that supports the achievement of all college goals and strategic initiatives related to professional development as laid out in the Education Master Plan and Strategic Enrollment Management Plan and any subsequent Annual (operational) Plans.
- Collaborate with the administrator co-chair of the PDPC to prepare and submit regular reports to PBC on the College’s effectiveness in implementing the Professional Development Plan and achieving college goals related to on-going professional development.

Coordinate Flex Day Planning (in collaboration with the Academic Senate Governing Council)

- Call for proposals, vet and draft scheduling, promote faculty participation, evaluate the event, in coordination with the other Co-chair of Professional Development Planning Committee, the ASLT Dean.
- Ensure faculty approval of the Flex Day agenda in a timely manner.
- Meet with Skyline and CSM PD coordinators for planning district-wide PD and Flex Day events and resources.

Coordinate faculty professional development opportunities

- Work closely with the Coordinator of Online Instruction to facilitate professional development related to excellence in online teaching and learning
- Work closely with the Faculty Equity Coordinator to help ensure quality professional development to support faculty achieve equitable outcomes for all students
- Host workshops and discussion groups for faculty to improve teaching and learning, curriculum design, student learning and program learning outcomes, pedagogy, etc.

Serve in a campus leadership capacity on matters pertaining to faculty professional learning

- As needed, attend and participate in meetings with other participatory governance bodies, especially the Planning and Budgeting Council (PBC) and Academic Senate
- Attend Division meetings as needed to further to work of CIETL and the College Professional Development Plan
- In collaboration with college administrators and the PRIE Office, ensure the College is in compliance with the letter and spirit of state regulations, federal rules, and other guidelines specific to faculty professional development, accreditation processes, and other relevant accountability mandates
- Attend college-wide strategic planning meetings, such as the Leadership Retreat and Guided Pathways (Interest Area) meetings.

Communicate effectively and regularly with all constituencies regarding professional learning

- Regularly review, update and maintain (keeping all information accurate and current) the College [Professional Development Planning Committee and CIETL websites](#).

Reassignment Expectations

0.2 FTE (3 units) = 7.5 hrs/week or approximately 120 hrs/semester.

Part-time faculty paid hourly (non-instructional load rate)

Term: 2 years, renewable

Responsible Administrator

Dean of ASLT.