



## ***RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT***

# **Coordinator of Planning, Program Review, and Accreditation**

*80% Released Time*

**Closing Date: [date]**

### **Objectives of Assignment:**

Co-coordination of planning, program review, and accreditation activities with the instructional administration.

### **Description of Assignment:**

Works with the instructional administration, Academic Senate, and Guild to promote faculty leadership and participation in planning, program review and accreditation, including:

- co-coordinating the program review process,
- organizing the process of developing accreditation reports,
- providing current information related to accreditation to the Academic Senate, Board of Trustees and campus community, and
- co-coordinating educational master planning activities and timelines.

### **Supervision Exercised and Received:**

Supervision provided by the Dean of Research, Planning, and Grants

### **Tasks and/or Activities Required:**

In collaboration with the instructional administration, will co-coordinate planning, program review and accreditation activities including:

- Working collaboratively to integrate planning, program review, and accreditation with SLOs, enrollment management, research, and other campus processes
- Co-managing the program review process for all college programs by developing and distributing timelines, directions, guidelines, and materials for completion of the process
- Working with the Vice Presidents, Deans, and the Program Review Committee (PRC) to maintain a schedule for completion of the process
- Working collaboratively to assess the effectiveness of the program review process and to align the process with the college mission, campus plans, and outside agencies such as the Accrediting Commission for Community and Junior Colleges
- Coordinating with reporting programs and SLO Coordinators to develop appropriate data and reporting materials
- Participating in workshops, conferences, and other activities to ensure currency with accreditation standards; participating in the organization of meetings, workshops and conferences as needed to facilitate the education of the campus community on the accreditation standards and completion of accreditation tasks
- Co-coordinating the development/implementation of the Educational Master Plan on a six-year cycle, and adjusting this plan as necessary

- Chairing Program Review Committee
- Chairing Planning Resource Committee (Team B)
- Serving on the following committees:
  - Institutional Planning Coordination Committee
  - Accreditation Steering Committee
  - Master Planning Committee (Team A)
- Serve as resource on the Budget Committee
- Attending other governance committee meetings as necessary

**Preferred Qualifications:**

- Tenured faculty member
- Demonstrated organization and leadership skills.
- It is recommended that the applicant have:
  - Knowledge of campus programs, curriculum, and SLO assessments.
  - Knowledge of the program review and planning processes at GCC
  - Familiarity with accreditation standards and processes.

**Stipend and/or Released Time:**

80% released time

**Term of Assignment:**

5 Years

**Application Procedure:**

1. Interested faculty members should submit an application (attached) and letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

Application forms are available in the  
**Office of Human Resources**

**CLOSING DATE: [date]**

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.  
This position is subject to availability of continued funding.*



*APPLICATION FORM*

**Coordinator of Planning, Program  
Review, and Accreditation**

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Attach Additional Sheets, If Necessary

|   |                                 |
|---|---------------------------------|
| <b>Name:</b>                              |                                 |
|   |                                 |
| <b>Current Position at GCC:</b>           | <b>GCC Telephone Extension:</b> |
|   |                                 |
| <b>Relevant Experience and Education:</b> |                                 |
|   |                                 |
| <b>Other:</b>                             |                                 |
|   |                                 |
| <b>References:</b>                        |                                 |
|   |                                 |

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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