



ACCREDITATION EVIDENCE

Title: Department Facilitator Contract

Evidence Type: Corroborating

Date:

WAN: 22-0260

Classification: Resource

PII: No

Redacted: No



Department Facilitator

Selection Process—as the DF is a service-centric position, allied with other demanding service obligations (e.g. P&P Chair, Senate Chair, etc.), we believe a service-equity-neutral selection process is ideal for the health of each academic unit across campus. As there are two primary types of service obligations reported in the proposed End of Year (EOY) Evaluation (appointed and elected), and historically intensive service obligations fall into one of these two categories, we view the DF position similarly. In general, positions that represent groups campus-wide are elected, with the election process being overseen by PI&I; department- or division-specific positions are appointed by the supervising DC, with elections held occasionally as *a professional courtesy and at the discretion of the supervising chair*. In the case of DFs the DCs have an obligation and authority to balance the service obligations of faculty across the division; furthermore, Division Chairs (DCs) have insight and history with the strengths of individuals within their divisions and should exercise their interactions with faculty in determining suitable candidates. Candidates suitable for consideration as DFs should have the following attributes:

- Good organizational skills
- Good communication skills
- Ability to meet deadlines
- Ability to work effectively and respectfully with colleagues and supervising DC
- Sufficient load/service to allow for the additional duties

Expectations of the Position—the following bulleted list outlines the expectations of the position:

- *Coordinating* department-wide approval of adjunct/concurrent faculty (e.g. adjunct approval forms, teaching demonstration topic, content-relevant interview questions)
- *Recommending* schedules and faculty assignments to supervising DC
- *Coordinating* the assignment, vetting and/or approving of textbooks for adjunct/concurrent faculty
- *Reviewing, updating and distributing adjunct/concurrent syllabi*
- *Coordinating* department/program level assessment
- *Disseminating* department/program review material (e.g. common assessments, data analysis)
- *Serving as point of contact* for the department/program (e.g. articulation agreements, intra- and inter-campus inquiries, adjunct/concurrent content inquiries, communicating pathway changes to campus, etc.)
- *Organizing* department participation in recruiting efforts (e.g. CHOICES, Senior Day, etc.)
- *Meeting* routinely with supervising DC
- *Facilitating* adjunct in-service breakout session
- *Update website and coordinate with marketing when reasonable*
- Other duties as assigned

Term of the position—the position has a three-year term; however, individuals performing satisfactorily and desiring to remain in the position can serve consecutive terms.

Compensation—the Vice President for Student Learning (VPSL) has asked that the positions remain “cost neutral”; no additional load consideration will be given beyond that which is already associated with specific department positions/requirements. This will mean that the position will be treated as an intensive service obligation; the amount of said obligation will be contingent on the number of fulltime faculty equivalents (FFE) the individual DF facilitates.

By signing below, the faculty agrees to the aforementioned responsibilities:

Faculty Name:	Date:
Faculty Signature:	

