

Memorandum of Understanding
between the
All Faculty Association
and
Sonoma County Junior College District
regarding

Faculty Co-Chair for Accreditation:
Selection, Job Duties, and Compensation

January 28, 2020

For the Spring 2020 – Spring 2022 Accreditation cycle, the District has created the ad-hoc position of Faculty Co-Chair for Accreditation.

Job Duties.

A. Collaboration, Leadership, and Structure

1. Work in collaboration with SRJC's Vice President of Academic Affairs/Accreditation Liaison Officer (ALO), an editorial assistant, SRJC's Accreditation Steering Committee (ASC), and Standard Committees in the completion of the self-evaluation process and in preparation for the external peer review team site visit in spring 2022;
2. With the ALO, identify and secure the research, technical, IT, and other institutional support required to execute the self-evaluation process, publish the Institutional Self-Evaluation Report (ISER), and maintain the Accreditation/Self-Evaluation website;
3. Participate in development and implementation of informational campaign regarding accreditation;
4. Chair ASC meetings;
5. Participate in developing Standard Committees, providing structure, guidance, and feedback regarding information gathering, organization, and exposition; and
6. Participate in and organize trainings, planning meetings, retreats, workshops, and other activities.

B. Preparation

1. Attend the Academic Senate for California Community Colleges Accreditation Institute.
2. Participate in an accreditation site visit during 2020.

C. Institutional Self Evaluation Report (ISER)

1. Provide leadership and guidance in the development of Santa Rosa Junior College's ISER;
2. Review all submitted material from Standard Committees; revise and edit first drafts of ISER and Quality Focus Essay (QFE); follow up with Steering Committee leaders for feedback;
3. Work with ALO to ensure that all committee and college community members have the opportunity to review and respond to edited draft; revise as needed to reflect inclusivity and feedback;
4. Work with Editorial Assistant to complete final draft of ISER and write section on Organization of the Self-Evaluation Process; and

D. External Evaluation Team Visit

1. Work with ALO, ASC, and other members of SRJC community to prepare for External Evaluation Team Visit; and
2. Participate in activities and meetings on day of External Evaluation Team Visit.

Selection Process. The Vice President of Academic Affairs (VPAA) and the President of the Academic Senate will, in a joint communication, solicit all regular faculty members regarding their interest in serving as Faculty Co-Chair for Accreditation. The call for interest will specify job duties and identify the following preferred qualifications: strong writing, communication, and organizational skills; demonstrated interpersonal, supervisory, and leadership skills; demonstrated project/program management; direct experience with the purview and work of the District’s councils and college-wide initiatives, including institutional planning, Board policy review and shared governance, strategic planning, and educational goals.

Interested faculty members will apply by providing statements of interest, including information regarding relevant experience that addresses the job description and preferred qualifications, by the stated deadline. The VPAA, one VPAA designee, and two members of the Academic Senate Executive Committee will screen faculty applicants according to a rubric based on the job duties and preferred qualifications and will confer with the President/ Superintendent for final selection.

Compensation. The incumbent will receive the following reassigned time (RAT) or hourly pay. Work in excess of the following workload and approved by the VPAA will be compensated at the base hourly rate. Hourly work will be time-sheeted according to usual District practices.

- Spring 2020, 40 percent RAT;
- Summer 2020, up to 50 hours at the base hourly rate;
- Fall 2020, 50 percent RAT;
- Spring 2021, 50 percent RAT;
- Summer 2021, up to 120 hours per week at the base hourly rate;
- Fall 2021, 30 percent RAT.
- Spring 2022, 10 percent RAT.



Sean Martin, President
All Faculty Association



Dr. Frank Chong, Superintendent/President
Sonoma County Junior College District

