

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

Special Assignment
Queer Resource Center Coordinator:
Selection Process, Job Duties, and Compensation
October 12, 2020

The District has created a Special Assignment for the Queer Resource Center.


- A. **Job Duties.** The Queer Resource Center Special Assignment (QRCSA) position will:
1. Develop the QRC program including vision, mission and goals.
 2. Partner with faculty members interested in developing/incorporating LGBTQ+ curriculum.
 3. Create events and workshops for students.
 4. Explore creating and implementing LGBTQ+ Learning Community and Major/Certificate.
 5. Facilitate professional development workshops and events aimed at broadening faculty and staff understanding of LGBTQ+ Issues.
 6. Work with faculty partners to promote curricular alignment among learning community course offerings.
 7. Work with department chair(s) to schedule classes as needed, including schedule notations and restricted status (for major/certificate and once LC is established)
 8. Collaborate with faculty members engaged in LGBTQ-focused research and academic study.
 9. Support QRC Research interns in LGBTQ-focused research projects.
 10. Make occasional presentations to the campus community.
- B. **Selection Process.** Contract and adjunct faculty members are eligible to serve in the Queer Resource Center Coordinator Special Assignment position. The VPAA/AS will email an "open call" to all regular faculty members to solicit interest. Eligible faculty members will express interest by writing and submitting a letter of interest, not to exceed two pages. The VPAA/AS, or a designee, will convene a three-person committee of QRC program stakeholders—faculty and administrators and/or classified staff—to review letters of interest, select candidates with whom to meet, and make a recommendation for final selection by the VPAA/AS.

1. The regular term of the assignment is two academic years, to begin on the first day of the Fall semester in the first year of the term.
2. No later than October 1 in the second year of the QRCSA's two-year term, the VPAA/AS will announce, by email, the special assignment opportunity to all faculty members. The announcement will include a link to this MOU.
3. Mid-term vacancy of the QRCSA. The VPAA/AS can appoint another willing faculty member to perform the duties of the QRCSA for the remainder of the term. The replacement will receive prorated compensation.

C. **Compensation.** The QRCSA will receive 20 percent in reassigned time each semester of the two-year term.



Sean Martin, President
All Faculty Association



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

