

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

Special Assignment  
Native American Center Coordinator:  
Selection Process, Job Duties, and Compensation

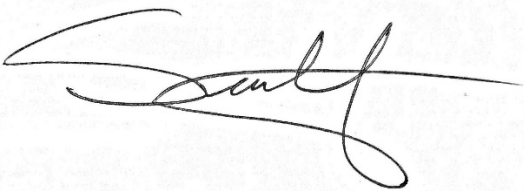
October 11, 2021 (Indigenous Peoples' Day)

The District has created a Special Assignment for the Native American Center.

- A. **Job Duties.** The Native American Center Special Assignment (NACSA) position will:
1. Develop the Native American Center (NAC) program including vision, mission and goals; the purpose of which is to support Native American student success through diverse Indigenous activities, academic tutoring, mentoring, and cultural development. The NAC program will also support faculty curriculum development efforts, encourage student academic success, and build collaborative relationships with Indigenous community partners.
  2. Partner with faculty and staff members interested in developing or incorporating Native American curriculum.
  3. Create events and workshops for students and the college community including Day Under the Oaks Native American Celebration and Indigenous Peoples' Day.
  4. Facilitate professional development workshops and events aimed at broadening faculty and staff understanding of themes pertaining to Native American communities.
  5. Work collaboratively with the academic counselor for the Native American Summer Bridge (NASB) program, including recommending budgetary priorities.
  6. Support the faculty members tasked with the development of the Native American Studies major.
  7. Upon request, collaborate with faculty members engaged in Native American-focused research and academic study.
  8. Support NAC Research interns and/or Intercultural Center coaches in Native American-focused research projects.
  9. Maintain partnerships with local tribal and Native community organizations.
  10. Make occasional presentations to the college community.
- B. **Selection Process.** Tenured contract faculty members and adjunct faculty members with offer rights are eligible to serve in the Native American Center Coordinator Special Assignment position. The VPAA/AS will email an "open call" to all 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 NAC program stakeholders—to include one administrator, one faculty member and either one additional faculty member or one classified staff member—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, with some summer work, 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 NAC'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 NACSA. The VPAA/AS can appoint another willing faculty member to perform the duties of the NACSA for the remainder of the term. The replacement will receive prorated compensation.
- C. **Compensation.** The NACSA will receive 20 percent in reassigned time each semester of the two-year term. Summer assignments are contingent on funding and will be paid on an hourly basis as approved by the VPAA/AS.



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Sean Martin, President  
All Faculty Association



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