

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

Special Assignment
Professional Development Coordinator
Selection Process, Job Duties, and Compensation
April 2, 2021

The District has created a Special Assignment for two Professional Development Coordinators.

A. Job Duties. The Professional Development Coordinators will:

1. Meet with the Academic Senate Executive Committee twice per semester to discuss faculty professional development needs.
2. Meet regularly with the VPAA/AS to discuss professional development plans.
3. Coordinate professional development offerings for the faculty as advised by the Academic Senate and recommended by the Senate Executive Committee.
4. Support the Academic Senate in developing the New Faculty Professional Learning Program for probationary contract faculty.
5. Plan and organize the New Faculty Orientations in consultation with Senate and AFA leadership.
6. As requested by the Senate Executive Committee, assist the Academic Senate with the New Faculty Mentoring program.
7. Serve on the Professional Development Committee and represent the professional development interests of the faculty.
8. Complete the year-end Flex report as required by the California Community Colleges Chancellor's Office
9. Support the submittal of faculty Flex proposals.
10. Assist in the organization of PDA days.
11. Consult with AFA on Professional Development-related working condition issues and assist in the organization of AFA-sponsored workshops for faculty.

B. Selection Process.

Regular faculty members are eligible to serve as Professional Development (PD) Coordinators. Current members of the Academic Senate Executive Committee and faculty members involved in the selection of the PD Coordinator are not

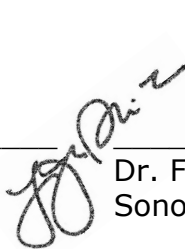
eligible to serve as PD Coordinator. The VPAA/AS will email an "open call" to all faculty members to solicit interest. Eligible faculty members will express interest by writing and submitting a letter of interest, not to exceed two pages, that addresses the faculty member's background, education, and experience that are relevant to the job duties. A three-person selection committee consisting of the VPAA/AS, the Academic Senate President, and the AFA President, or their designees, will review letters of interest, select candidates with whom to meet, and by consensus choose the faculty member(s) who will serve as Professional Development Coordinator(s).

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. The terms of the two Professional Development Coordinators are staggered such that one PD Coordinator will serve a term beginning in an even year, and the other PD Coordinator will serve a term beginning in an odd year.
2. No later than October 1 in the second year of a PD Coordinator's two-year term, the VPAA/AS will announce, by email, the special assignment opportunity to all regular faculty members. The announcement will include a link to this MOU.
3. Mid-term vacancy of a PD Coordinator position. If the vacancy occurs after December 31st of the second year of the term, the VPAA/AS may appoint another willing and eligible regular faculty member to serve the remainder of the term. If the vacancy occurs on or before December 31st of the second year of the term, the process outlined in B. will be followed to find a replacement to serve the remainder of the term. The replacement will receive prorated compensation.

C. Compensation. Each Professional Development Coordinator will receive 20 percent in reassigned time each semester of the two-year term. Summer pay will be on an hourly basis as approved by the VPAA/AS.



Sean Martin, President
All Faculty Association



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

