

Limited-duration Grant-funded Special Assignments

Form Submitted by:

Date:

Department/Office:

Grant Duration: From

To

Project Title

Project Description (Add pages, if needed)

Compensation Structure (Add pages, if needed)

Selection Process (Add pages, if needed)

Received by AFA: _____

Limited-duration Grant-funded Special Assignments

Form Submitted by: Jessica Zambrano and Victor Tam

Date: October 2, 2025

Department/Office: MESA Program/Academic Affairs/STEAM Cluster

Project Duration: October 2025 through May 2026

Project Title: MESA Faculty Sponsor

Project Description

The MESA (Mathematics, Engineering, and Science Achievement) Program is seeking ONE Faculty Sponsor who will collaborate with the MESA Program Manager and the STEAM Dean to implement the following project-based goal for the 2025-26 academic year:

STEM High School Pipeline & Partnership Day

Overall objective: Develop a proposal and execute a Spring 2026 STEM High School Partnership Day, to strengthen the pipeline of future STEM students to SRJC from Sonoma County high schools.

Proposed Fall 2025 Scope of Work

- Reach out to local STEM high school faculty and lead workshops about STEM careers at 2-3 high schools, which historically have been under-performing and/or are facing significant financial barriers. Topics can include the following:
 - Breadth of STEM careers and their educational pathways
 - College student journey in STEM (both at 2- year and 4-year institutions)
 - Research and internship experiences in STEM
- Communicate with SRJC STEM faculty (and high school faculty, if appropriate) to design and develop activities for the Spring 2026 STEM High School Partnership Day
- Provide a written proposal by December 12 to the MESA Manager regarding STEM High School Partnership Day activities. Activities can include the following:
 - Hands-on experiments in SRJC science labs
 - Faculty and student/alumni panels
 - Demonstrations and interactive workshops geared to high school students

Proposed Spring 2026 Scope of Work

- Based on proposal elements approved by the MESA Manager, the Faculty Sponsor will act as the point of contact for SRJC faculty and lead in implementing the STEM High School Partnership Day. (MESA staff will provide logistical support).
- Coordinate and communicate activities with SRJC STEM faculty and lab staff (and high school partners, as appropriate).
- Coordinate with MESA Staff to implement proposal.
- Be present and participate in the day of events for STEM High School Partnership Day.

Other Project Activities

- To stay on track and coordinate logistical support from the MESA program, the Faculty Sponsor will meet with the MESA Manager (or designee) every 2 weeks to discuss progress, challenges, needed staff support or resources. Meetings will take place throughout the Fall and Spring semesters and after the STEM High School Partnership Day so that debriefing can occur.

Compensation Structure

The Faculty Sponsor will be compensated for up to 120 hours of work in total over Fall and Spring semesters, at base hourly pay. Timesheets and time and effort forms will be required for grant tracking purposes and Payroll.

If during project implementation additional hours are needed, this change will be brought forward to be discussed between the District and AFA.

Participation and compensation of additional faculty for the Spring 2026 STEM High School Partnership Day will be separately negotiated with AFA once a proposal has been generated and approved by the MESA Manager at the end of Fall 2025.

Selection Process

A call out will be sent to all full-time and active associate faculty members in the following STEM departments/disciplines. (Note: STEM per UCOP as it applies to MESA is any calculus-based science major):

- Biological Sciences
- Chemistry & Physics
- Earth & Space Sciences
- Engineering & Applied Technology
- Mathematics
- Computer Science

Interested faculty will provide a letter stating the motivation for assuming the Faculty Sponsor role, their experience with outreach, and experience implementing and creating a pipeline for underrepresented groups in STEM. The Faculty Sponsor will be selected by a committee composed of the Dean of STEAM, MESA Manager, and Vice President of Academic Affairs.

Termination Clause

If the District determines that the Faculty Sponsor is not meeting the expectations and duties of the role, the District reserves the right to terminate the Faculty Sponsor position at its discretion, with the instructor paid pro rata for hours worked on authorized duties. The Faculty Sponsor position can also be terminated if funding constraints warrant so, at the discretion of the District.