

Presented to Academic Senate on March 3, 2020

Faculty Accreditation ~~Self-Study~~ Coordinator

Job Description

This position will report to and assist the Vice President of Instruction or Accreditation Liaison Officer in providing coordination and leadership for the preparation of reports to ACCJC within the regular multi-year evaluation cycle, which can include the institutional self-evaluation report, the midterm report, and/or required follow-up reports as determined by action letters from ACCJC. ~~accreditation self-study planning and process in accordance with the ACCJC accrediting standards.~~ Support staff for this position will be provided by the Office of Instruction.

Duties and Responsibilities

The coordinator will:

- Collaborate with faculty, administration, and staff for the purpose of planning and implementing the accreditation process.
- ~~Coordinate accreditation components, support needs, and the purchase of materials.~~
- Facilitate communication and coordination among faculty, administration, and staff for the purpose of ~~meeting alignment with~~ accreditation standards and guidelines.
- Implement assigned accreditation activities.
- Prepare documentation for the purpose of providing written support and/or analyzing, interpreting, and conveying information.
- Develop and present information on accreditation activities for the purpose of serving as a resource to the Vice Presidents, President, and Board.
- ~~Attend ACCJC events for the purpose of training and familiarization with current practices within ACCJC.~~
- Recommend activities, timelines, and resource requests to the Academic Senate President and Vice President of Instruction.
- ~~Assist in the preparation of SLO reports for accreditation processes.~~

Working Conditions and Compensation

~~Compensation is negotiated between the appointed CFE representative and the Vice President of Instruction based on the report (e.g., self-evaluation, midterm, or follow-up) that is to be produced within the allotted time frame for the assignment.~~

~~The compensation is 60% reassigned time from July 1, 2011 through December 31, 2012.~~ This position requires flexibility in scheduling. Working off-site will be allowed. All other work conditions and compensation, including overload, will be consistent with Article XI, Section 3; Article XII, Section 12; and Article XIII, Section 12 and 16 (Contract Daily Rate).