



**ANNOUNCEMENT
FACULTY SPECIAL ASSIGNMENT
Coordinator, Teaching and Learning Center (TLC)**

FROM: Kuni Hay, Vice-President of Instruction
TO: ALL FACULTY
DATE: [REDACTED]

In accordance with PFT agreement Article 14, G, this special assignment was developed and the stipend was determined by the College President. The opportunity is being announced to all college faculty 10 working days before review and selection.

Interested faculty are encouraged to submit a CV and Statement of Interest clarifying their strengths and experiences in relation to the requirements of the position, as described below, to Kuni Hay, Vice-President of Instruction (khay@peralta.edu), copy Domonique Prince (dprince@peralta.edu) by [REDACTED], 2022. The assignments begin on August [REDACTED] 2022 and end on May [REDACTED] 2024.

Faculty will receive 0.3 FTE for this assignment per semester.

This assignment is ancillary, as defined pursuant to Education Code 87482.5 subsection (c) {i}

Desired skills for the assignment are as follows:

Overview of Position

The TLC Faculty Coordinator position oversees the Teaching and Learning Center and supports its missions and values. The Coordinator's role is to develop, organize, and promote collaboration, teaching, and assessment innovation among BCC's faculty in both formal and informal ways in order to improve learning, success, and achievement across all disciplines and for all BCC students. The Coordinator, in conjunction with the TLC Advisory Board, oversees the TLC's space (at 2050 Center Street), a budget of \$10,000/year, the TLC's website pages, calendar, email address, and Canvas page.

The Coordinator also serves in an advisory capacity on the Assessment Committee and the Professional Development Committee.

To learn more about the TLC and its interest in supporting student success and achievement, please see [its website](#).

Reporting

- The TLC Coordinator will report to the Vice President of Instruction of the college.

Job Responsibilities include:

- Work closely with the Assessment Coordinator, Guided Pathway faculty leads, as well as other relevant leads to continue to strengthen and develop a culture of assessment for BCC.
- Organize semester-long or year-long collaborative faculty projects (see options here), develop shorter-term workshops or events around pedagogy and assessment, and encourage faculty

collaboration in informal ways (e.g., social hours, lunches, office hours, etc.)

- Work on individualized or department/discipline-level teaching strategies and/or assessment approaches upon request
- Organize an annual campus symposium in Spring to showcase funded TLC collaborative projects.
- Assist in planning and monitoring the TLC's budget, including communicating with staff in the Office of Instruction to process payments.
- Maintain TLC's space (at 2050 Center Street), its website (in conjunction with BCC's PIO and Web content developer), calendar, email account, Canvas page, and other TLC-related spaces as created.
- Regularly communicate with the BCC community at large.
- Attend Assessment and PD Committee meetings and other meetings on an as-needed basis.
- Meet at least two times a year with the TLC Advisory Board and communicate with them as needed.
- Work as needed to assure a smooth transition to the next Coordinator.

Assignment Duration

- Fall 2022---Spring 2024

Compensation

- 0.3 FTEF per term for a total of 0.6 FTEF for the academic year
- Some work during the breaks may be required to support development of TLC projects and flex day activities.

The President has the right, at her discretion, not to continue the faculty member in the special assignment after the posted ending date, and this decision shall not be subject to the grievance procedure.

The faculty member who is chosen for this special assignment shall be notified via email within five (5) working days after the selection is made.