



## Limited-Time Assignment Opportunity Announcement and Application Form

### PART A: Announcement of Special Assignment Opportunity

Per HR Procedure 2090.07, Reassigned Time Guidelines, this job description describes the non-instructional tasks that have been determined to meet special technical, educational, or administrative needs at CCC, DVC and LMC. The computation of faculty reassigned time is derived from the following: FTE reassigned x 35 = weekly hours of reassigned duties.

Project Title: PIP Faculty Co-Leader College: ☐ CCC  
Position Title: PIP Faculty Co-Leader ☐ DVC  
Length of Assignment: Two Years ☒ LMC  
Start Date: FA25  
Reassigned Load/Hour per Week: .25/8.75 Hrs

Project Supervisor: Sr. Dean, Diversity, Equity, Inclusion & Belonging  
Fund Administrator: \_\_\_\_\_

### Project Description (Please indicate the primary worksite and modality of the assignment.)

Los Medanos College is seeking two full-time faculty members to co-lead the Pedagogy Innovation Project (PIP) Faculty Co-Leads at Los Medanos College. This is a two-year commitment.

Co-leads will assist the PIP cohort(s) in achieving the following objectives:

- Examine student-centered and equity-minded educational theories and practices.
- Experiment with instructional moves and provide support for one another.
- Observe one another in action and engage in peer coaching and mentorship.
- Collaborate on designing instructional plans that utilize best practices and peer feedback.
- Reflect on changes in teaching practice over the course of the program.

### Eligible Disciplines/Departments:

- ☐ College-wide opportunity  
☒ Distribution limited to: Full-time Faculty

### Minimum Qualifications:

- Experience with teaching and pedagogical innovation
- Full-time, tenured faculty

### Desirable Qualifications:

- Background in instructional design, curriculum development, or a related field.
- Proven Expertise in Pedagogical Innovation.
- Strong Leadership and Project Management Skills
- Commitment to Equity and Inclusion
- Experience in Faculty Development
- Strong Communication and Collaboration Skills
- Research Experience in Pedagogical Practices
- Data-Driven Approach to Teaching and Learning
- Experience with Educational Technology

## Duties and Responsibilities:

Conduct FLEX activities and facilitate regular meetings to meet the objectives of the PIP program.

2. Research and train faculty on best practices in instructional design and pedagogy, including but not limited to: best practices for teaching online, trauma-informed pedagogy, building community, decolonizing assessment, Backward Design, Universal Design for Learning, and collaborative classroom dialogue.

3. Assist units with unit planning, collection and assessment of classroom evidence, peer coaching, classroom observations, readings, and written reflections.

4. Attend meetings such as TLC, PSLO, GE or other meeting as needed to provide input and feedback or provide context for the work within PIP.

5. Provide summary reports and progress to project administrator at least once per semester.

6. Provide a written annual report on the progress of PIP as related to the success metrics identified for the program.

7. Identify and coordinate professional development opportunities for faculty and staff on course- and program-level assessment.

## Deliverables:

1. What: Coordinate and lead monthly or regular meetings and FLEX activities that guide the PIP cohort toward successful completion of PIP activities and assignments.

When: ☒ Ongoing ☐ By a Certain Date: \_\_\_\_\_

2. What: Meet regularly with the program administrator to provide regular updates and provide a written report annually to program supervisor. Present data and finds to the college community in a college assembly or similar presentation.

When: ☒ Ongoing ☐ By a Certain Date: \_\_\_\_\_

3. What: Provide or regular professional development on best practices for teaching online, trauma-informed pedagogy, building community, decolonizing assessment, Backward Design, Universal Design for Learning, and collaborative classroom dialogue

When: ☒ Ongoing ☐ By a Certain Date: \_\_\_\_\_

4. What: Attend meetings and conferences that support the PIP cohort.

When: ☒ Ongoing ☐ By a Certain Date: \_\_\_\_\_

5. What: \_\_\_\_\_

When: ☐ Ongoing ☐ By a Certain Date: \_\_\_\_\_

**Method of Evaluation:**

- Successful implementation of the year-long cohort experience
- Regular meetings with Sr. Dean and other partners as needed
- Maintenance of program materials and webpage content
- Collaborate on RAP proposal and other reports
- Time & Effort Reports
- End-of-Year progress report and plan for upcoming year (including recruitment of next cohort)

**Selection Process:**

Submit application below to the project supervisor and fund administrator.

Due date:

Selected applicants will be invited for an interview by the project supervisor/ fund administrator and their Division Dean. 12/03/2024

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If selected, an Agreement for Limited-Time Assignment should be completed *by May 1* for Fall or Fall/Spring reassignment or by December 1 for Spring only reassignment.

## PART B: Application for Special Assignment

Project Title: \_\_\_\_\_

Position Title/Term: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Amount of reassignment: \_\_\_\_\_

Provide a statement of interest that indicates how you meet the minimum and desirable qualifications. (500-word limit).

Signatures (must be signed and submitted with application):

\_\_\_\_\_ Faculty Signature Date: \_\_\_\_\_

\_\_\_\_\_ Department Chair Signature      Date: \_\_\_\_\_

\_\_\_\_\_ Division Dean Signature Date: \_\_\_\_\_