



## 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: Curriculum Committee Chair College:  CCC  
Position Title: Curriculum Committee Chair  DVC  
 LMC

Length of Assignment: Jan 2025 - Dec 2026

Start Date: January 2025

Reassigned Load/Hour per Week: .4

Project Supervisor: VPI  
Fund Administrator: VPI

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

The Chair is any regular, tenured faculty member approved by the Senate, excluding the Senate President or Vice-President. The Chair must report regularly to the Senate, work closely with the Office of Instruction, train new members of the Curriculum Committee, and support faculty in designing and revising curriculum. Chair candidates should be actively recruited and appointed by the Academic Senate. An appointed chair should "shadow" the incumbent Chair for purposes of job orientation and training. This "shadowing" would take place one semester prior to assuming office.

Eligible Disciplines/Departments:  
 College-wide opportunity  
 Distribution limited to:

#### Minimum Qualifications:

#### Desirable Qualifications:

## Duties and Responsibilities:

1. Create agendas and provide overall organization of curriculum committee meetings with the support of the Office of Instruction
2. Review all submissions before placing items on curriculum meeting agendas. Reach out to and support faculty if there are issues with the course.
3. Work with the Technical Review Team to support curriculum development and review.
4. Work with the Office of Instruction as needed and/or as time permits to inform eLumen workflows.
5. Work with the TLC Committee and GE committee to support faculty in designing new CORs and help solve issues in COR revisions.
6. Guide the committee in determining if new and existing courses are compatible with Title 5, the Program and Course Approval Handbook (PCAH), and existing LMC policies, programs, and priorities, such as the LMC Mission, the LMC Educational Plan, the Strategic Plan, and the Student Equity Plan.
7. Guide the committee in the approval of Local certificates.
8. Lead the committee in updating the Curriculum Committee's position paper
9. Support faculty in implementing curriculum revision and development per the most current curricular and pedagogical research and state recommendations.
10. Support faculty, the committee, and the campus in integrating and implementing the principles of IDEAA (Inclusion, Diversity, Equity, Anti-Racism, and Accessibility) into course outlines, the course approval process, and all discussions of curriculum.
11. Create list of Curriculum Committee recommendations for approval by the Academic Senate.
12. Verify through signature, the accuracy of all documents that were approved by the Curriculum Committee.
13. Conduct periodic faculty workshops on curriculum processes and curriculum development.
14. Regularly consult with Career Technical, Academic, and noncredit departments on curriculum development.
15. Stay apprised of state changes to curriculum and inform relevant departments.
16. Provide leadership in curriculum development.
17. Attend the State Curriculum Institute summer conference and the two regional curriculum conferences.
18. Serve as an ex-officio (non-voting) of Academic Senate and the Shared Governance Committee (SGC).
19. Attend faculty leadership meeting (twice a semester).
20. Consult at other meetings, committees, and task forces as needed, such as: TLC, GE committee, Distance Education committee, Department Chair meetings, Articulation Meetings.
21. Serve and report as needed or as release time permits at any task teams or ad-hoc committee established on a temporary basis. (Recent examples are: Educational Plan Implementation group, ISLO Core Group, Ethnic Studies Task Team, Program Revitalization Sub-Committee, Aspen Prize Writing Group, AB705 Lunch and Learn, etc.)
22. Train curriculum committee members.
23. Complete self-evaluation for re-assign time following established deadlines.

## Deliverables:

1. What: Update the Curriculum Position Paper in consultation with Curriculum Committee and Academic Senate

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

2. What: Approve through signature, that curriculum that is approved by the LMC Curriculum Committee

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

3. What: Seve as the Academic Senate's primary liaison to the Office of Instruction on eLumen implementation

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

4. What: Annually certify, along with the Academic Senate President, the Vice President and Instructional Services Director

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

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

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

**Method of Evaluation:**

**Selection Process:**

Submit application below to the project supervisor and fund administrator.

10/17/24

Due date: \_\_\_\_\_

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

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.

