

CURRICULUM COMMITTEE CHAIR

The Chaffey Community College District and the Faculty Senate hereby announce the following assignment, subject to annual renewal, evaluation, and approval of the Governing Board:

Curriculum Committee Chairperson July 1, 2009 – May 30, 2011

The Curriculum Committee Chair is responsible to the Vice President of Instruction and the Faculty Senate.

RESPONSIBILITIES

The Chair of the Curriculum Committee shall:

- Develop, implement, and facilitate a coordinated curriculum process;
- Develop and plan a college-wide innovative curriculum;
- Serve as a resource for faculty regarding curriculum and CurricUNET issues;
- Facilitate oversight and development of the college curriculum management system, CurricUNET;
- Plan, organize, and preside over Curriculum Committee meetings;
- Prepare agendas, edit and distribute Curriculum Committee summary notes;
- Refer issues to the Curriculum Committee for discussion and consideration;
- Provide curriculum training for faculty as well as orientation for new members;
- Conduct periodic reviews to update the college curriculum;
- Serve on college committees as appropriate;
- Attend local and state committee meetings as appropriate;
- Review all documentation for Title 5 compliance, Chancellor's requirements, and CCC Academic Senate good practices;
- Oversee development of new and revised curriculum, including new course proposals, course modifications, course deletions, new and modified program proposals, and prerequisite reviews;
- Coordinate/liaison with articulation officer on curriculum-related matters;

- Coordinate/liaison with the appropriate administrators on curriculum-related matters affecting the development of the college catalog, schedules of classes, and for the integration and planning of curriculum offerings and services into the instructional units of the college;
- Serve as an officer of Faculty Senate and represent Faculty Senate regarding curriculum-related matters at the Academic Senate of California Community Colleges;
- Assure that the Curriculum Office and process functions smoothly.
- Other coordination and related duties as required and necessary.

MINIMUM QUALIFICATIONS

- Full-time (100 FTEF) Chaffey College tenured faculty member.
- Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

DESIRABLE QUALIFICATIONS

Knowledge and understanding of Title 5, Chancellor's Program and Course Approval Handbook, State Academic Senate publications pertaining to curriculum issues, college curriculum processes, and CurricUNET management system.

CONDITIONS OF EMPLOYMENT

- Reassigned time: 50.00 FTEF annually (16 wkly hrs), 10-month contract.
- One (1) additional month's pay.
- Two (2) year term subject to annual renewal, evaluation, and approval of the Governing Board. Nominated from the faculty-at-large, selected by members of the Curriculum Committee, and ratified by the Faculty Senate. Final selection subject to mutual agreement between the Faculty Senate and the administration.

APPLICATION PROCESS

A completed District Extra Duty Assignment Application, resume, and a letter of application detailing both interest and experience must be submitted to Human Resources no later than 4 PM on the deadline date.



**INTERNAL
CANDIDATES ONLY**

Reassignment/Extra Duty

CHAFFEY COLLEGE

**CURRICULUM COMMITTEE
CHAIRPERSON**

Application Deadline:

**Friday, April 17, 2009
4:00 PM**

Chaffey Community College District is an equal opportunity employer