

Professional and Continuing Education (PaCE) Faculty Appointments Job Description and Appointment Process

4/11/2022

Summary

The college is seeking regular faculty who will make a teaching commitment of at least half-time* for 3 years, beginning fall 2023, to fill positions to design and then teach consistent certificate and degree completion curriculum in 5 areas of emphasis in PaCE:

- Environmental science and sustainability including in areas such as natural resource management, energy solutions, food & agriculture, forestry, climate science, GIS
- Psychology, Health, & Wellness and related areas such social services, public health, organizational psychology
- Business, Entrepreneurship, Leadership and/or Administration
- Interdisciplinary Computer Science includes areas such as IT, Cybersecurity, AI, Big Data, and those connected to other PaCE areas of emphasis
- Design, with specializations in Media, Visual Arts, Sustainable Design, or Design Technology

*Although not part of this process, we also seek regular faculty teaching less than half-time in PaCE, who will support certificates and degree completion by offering foundational courses and interdisciplinary electives as an overload or as part of their regular teaching.

Duration and start date – Faculty selected for these positions will make a teaching commitment of at least half-time for 3 years, beginning fall 2023. Appointed faculty may also be given part-time release from teaching in 2022-23 to design and develop the certificate and degree completion curriculum.

Number of Positions

We are first seeking up to two regular faculty lines in each of the five areas described above. Additional opportunities may be available to regular faculty in future years. Where there are no regular faculty available with professional expertise in priority areas of the curriculum, we will conduct external searches of either regular or adjunct faculty as needed.

We are planning for a curriculum of 250 FTE with 11 faculty lines in fall 2023 growing to 500 FTE by in fall 2025.

Scope and Nature of Work and Assignments

1. A typical full-time teaching load in PaCE, consistent with article 7.3 of the CBA, is teaching a total of 12 credits in 4-credit or 8-credit offerings planned for 25 students per offering and sponsoring the equivalent of 100 credits of undergraduate research or individual study contracts through an SOS. In the first two academic years of PaCE (2023-2024 and 2024-25), faculty assigned full-time to PaCE may be given partial release time from teaching to lead certificate and degree completion program development. This work may include consultation with external and internal advisory groups, outreach to local partners and agencies, and some recruitment activities.

2. Teaching Modality

Courses will be primarily delivered in low residency formats with both remote and in-person intensive

components. Most synchronous instruction would be taught in the evenings or weekends, with some flexibility to offer instruction in the day if there is demonstrated demand or if teaching during daylight hours is an important part of the pedagogy.

- 3. Other commitments** First-year teaching and team-teaching requirements for current regular full-time faculty will be waived for the period they are teaching at least half-time in PaCE, following the process laid out in the CBA.

Appointments Process

Current Regular Faculty who wish to teach in PaCE half time or more for at least 3 years will be appointed through a selection process described below, based on the curricular needs of PaCE. Decisions will be made by the end of spring quarter 2022. Those who are selected will be assigned to the PaCE academic unit.

Adjunct faculty will also be hired to teach certificates and repeating curriculum in PaCE areas of emphasis. The college has already planned certificate and degree completion curriculum for 2022-23. Some of these are new offerings and some are comprised of high-demand courses in PaCE areas of emphasis that were formerly offered as part of EWS but will now be administered in PaCE. The deans will appoint or hire adjunct faculty to teach these courses or programs following current adjunct appointment and hiring practices. We will start issuing adjunct contracts by the end of spring quarter. Additional positions will be hired for 2023-2024 and beyond as the curriculum is expanded.

New regular faculty teaching in PaCE will be hired to the program to fill positions not filled by other faculty to meet the needs of the expanding curriculum. New regular faculty would be contracted to teach in an on-going basis in PaCE, with the option to rotate out to other units regularly as specified in the CBA.

Selection Process and criteria for the appointment of current faculty to PaCE

Regular faculty interested in being the founding faculty for PaCE should submit a letter of interest and a Curriculum Vitae to Lori Blewett, the Dean for PaCE, describing the areas of emphasis they would like to develop curriculum for and in which they would like to teach. The letter of interest should include initial ideas for certificates and/or degree completion curriculum. The deadline for submitting letters of interest is May 6. If faculty have questions about these positions, or about needs in the Oly-Day or Path curriculum, they should meet with Lori Blewett and Elizabeth Williamson.

The hiring dean will convene a committee comprised of 2 faculty from the PaCE Governance group, an Oly CAT leader, and the Dean of PaCE. They will review and recommend appointments based on the following criteria:

- Experience teaching in the areas of emphasis aligned with PaCE;
- Initial ideas for new certificates and degree completion curriculum;
- The particular disciplinary expertise within each area of emphasis (if there is more than one candidate);
- Feasibility of a replacement plan in the other parts of the college if needed to protect the quality and extent of the existing curriculum; and
- Knowledge and/or active relationships with local professional networks, community organizations, local agencies, and or community colleges.