

Everything You Need to Know to Secure a Full-Time Tenure- Track Faculty Position at a Community College

Presented by the Faculty & Staff of Las Positas College

Saturday, November 14, 2015

1:00 PM – 3:00 PM

Room 2420



List of Presenters

- Dr. Barry Russell (President)
- Roanna Bennie (VP of Academic Services)
- Don Miller (Dean of ALSS)
- Howard Blumenfeld (Mathematics Faculty)
- Rajeev Chopra (Business Faculty)
- Heike Gecox (Counseling Faculty)
- Barbara Morrissey (Dean of Student Services)
- Richard Grow (Chemistry Faculty)
- LaVaughn Hart (CIS Faculty & FA Representative)
- Ernie Jones (Psychology Faculty)
- Karin Spirn (English Faculty)
- Marsha Vernoga (Nutrition Faculty)



Follow us in the Cloud

You can follow along with our presentation on your smartphone, tablet, or laptop by entering the following link on your browser:

<http://1drv.ms/1Qp0W9K>





Please Hold Your Questions



- We will make time at the end of our presentation for a Q&A session.
- Put one question on the 3x5 notecard that was provided to you at the entrance.
- There will be a staffed table located in the main foyer dedicated to answering additional questions.
- An “FAQ” page may be created and distributed to answer additional questions.





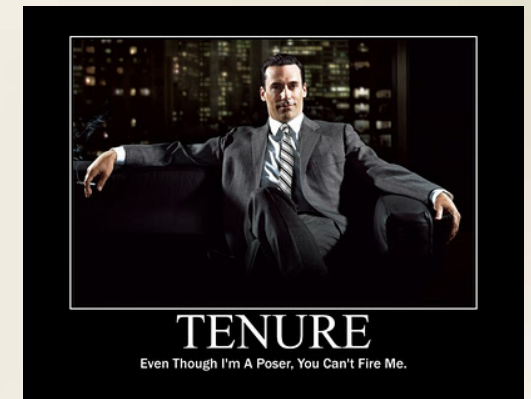
Full-Time Professional Responsibilities

- Annual full-time teaching load is 30 units
- Serve on committees
- Coordinator duties
- Professional development activities
- Conduct Faculty Evaluations
- Program Review & Student Learning Outcomes
- Participation in Accreditation Process
- Mentoring Opportunities



Full-Time Professional Responsibilities

- Earning tenure is a four year comprehensive process
- Must write annual professional review report to division dean
- Evaluated at regular intervals during first four years
- New Faculty Orientation during first year



Preparing Your Application

- Be sure to prepare all materials well ahead of time. Submit early the day it is due.
- Write clearly and concisely highlighting ALL points from the ad
- Edit, rewrite, review, revise, spellcheck.
- Know your audience (work in a brief sentence or two that lets them know you have researched their campus in detail).
- Address all correspondence to the correct person/college.
- Include information that directly refers to what they are seeking (avoid tangents).

Preparing Your Application

- Equivalency
- The use of equivalency in the Chabot-Las Positas Community College District specifies that an individual who is eligible for the applicant pool must have academic preparation at least equal to that for the required degree, or must have the degree, and/or experience equivalent to the required degree as determined by the District Equivalency Committee.



The Resume & Cover Letter

Cover
Letters
Resumes

- Your paperwork **must explain how you meet all of the minimum and desirable qualifications** for the position.
 - coverletter
 - resume
 - application
 - other requested materials (statement of qualifications, supplemental questions)
- Do not assume the department knows anything about you.

What to Emphasize

- Community college teaching experience
- Other teaching experience
- Courses you have taught
- Variety of levels and topics
- Training, knowledge and experience in your field
- The ways you meet the minimum and desirable qualifications for the position
- Collegial/discipline work such as curriculum development, SLO writing and assessment





What to Emphasize (Cont'd)

- Experiences that show your ability to teach a diverse student body
- Experiences that show your ability to work with students with learning disabilities and other struggling learners
- Experience teaching with technology
- Experience teaching in multiple modalities (DE, Hybrid, Flipped, Lecture, Lab)



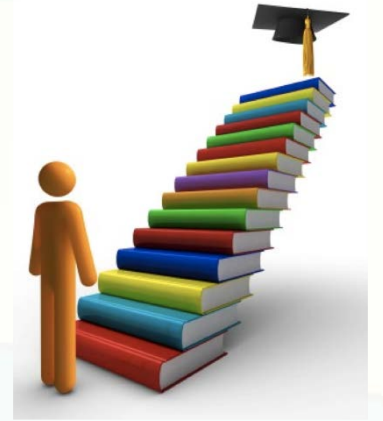
What to Emphasize (Cont'd)

- Industry experience if you are applying for a career technical position
- Professional experience that might be useful to the college (grant writing, event planning, budgeting/resource allocations)
- Your familiarity with the college and department to which you are applying



What Not to Emphasize

- Academic scholarship and publications
- Academic papers presented
- The argument of your thesis or dissertation
- Any job experience not related to the position you're applying for
- Anything that might sound negative or make the reader uncomfortable






























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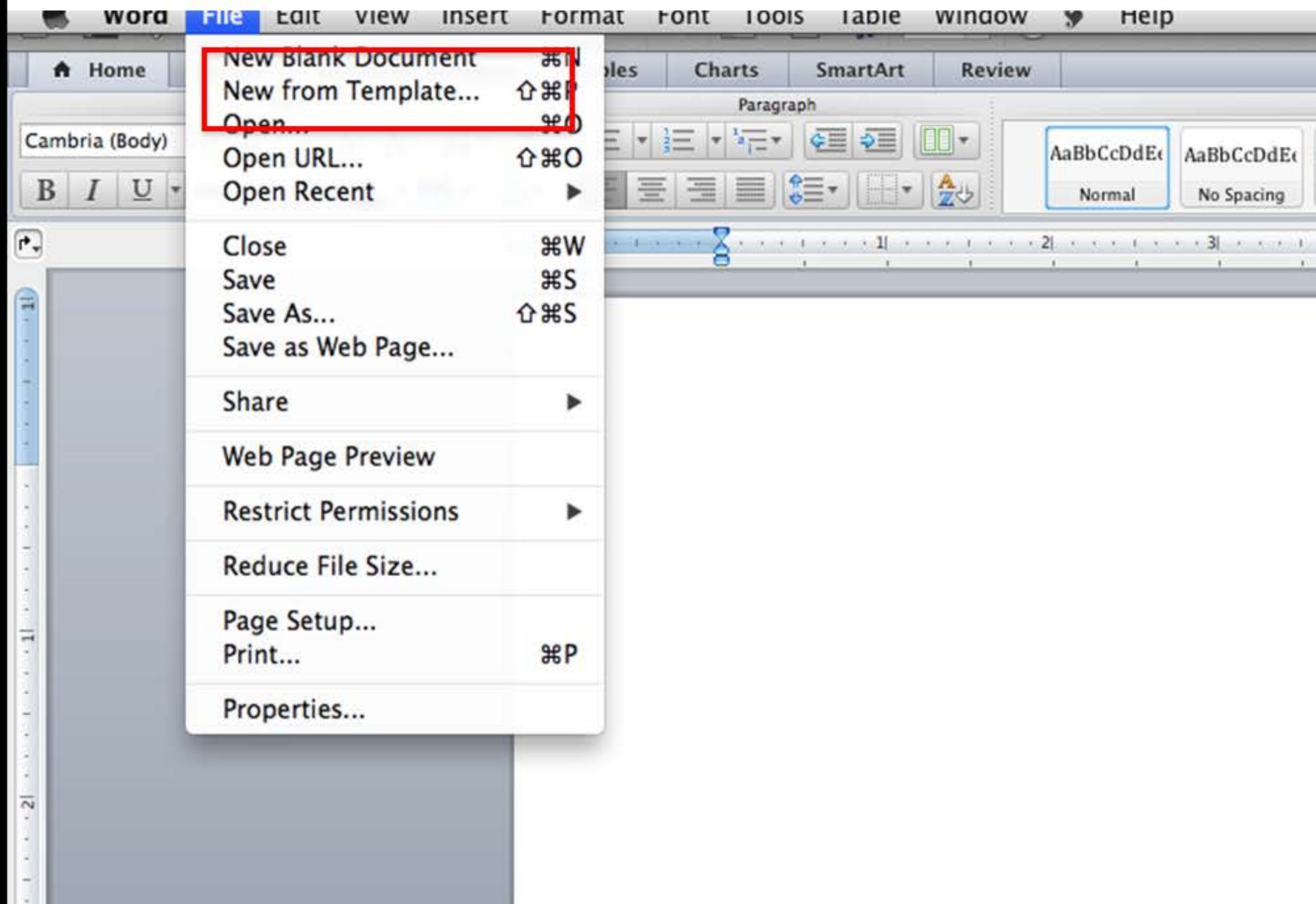
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- Coordinated Forms
- Resumes**
- Proposals
- Labels
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- Publishing Layout View
- Newsletters
- Brochures
- Flyers
- Certificates
- Posters
- Programs
- Cards & Invitations
- Signs
- Catalogs
- Business Cards
- Menus
- Recent Documents
- All 999
- Today 0
- Yesterday 3
- Past Week 23
- Past Month 203



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Banner Calendar



Event Calendar



Horizontal C...Monday Start



Horizontal C...Sunday Start



Photo Calendar



Snapshot Calendar



Vertical Cale...Monday Start



Vertical Cale...Sunday Start



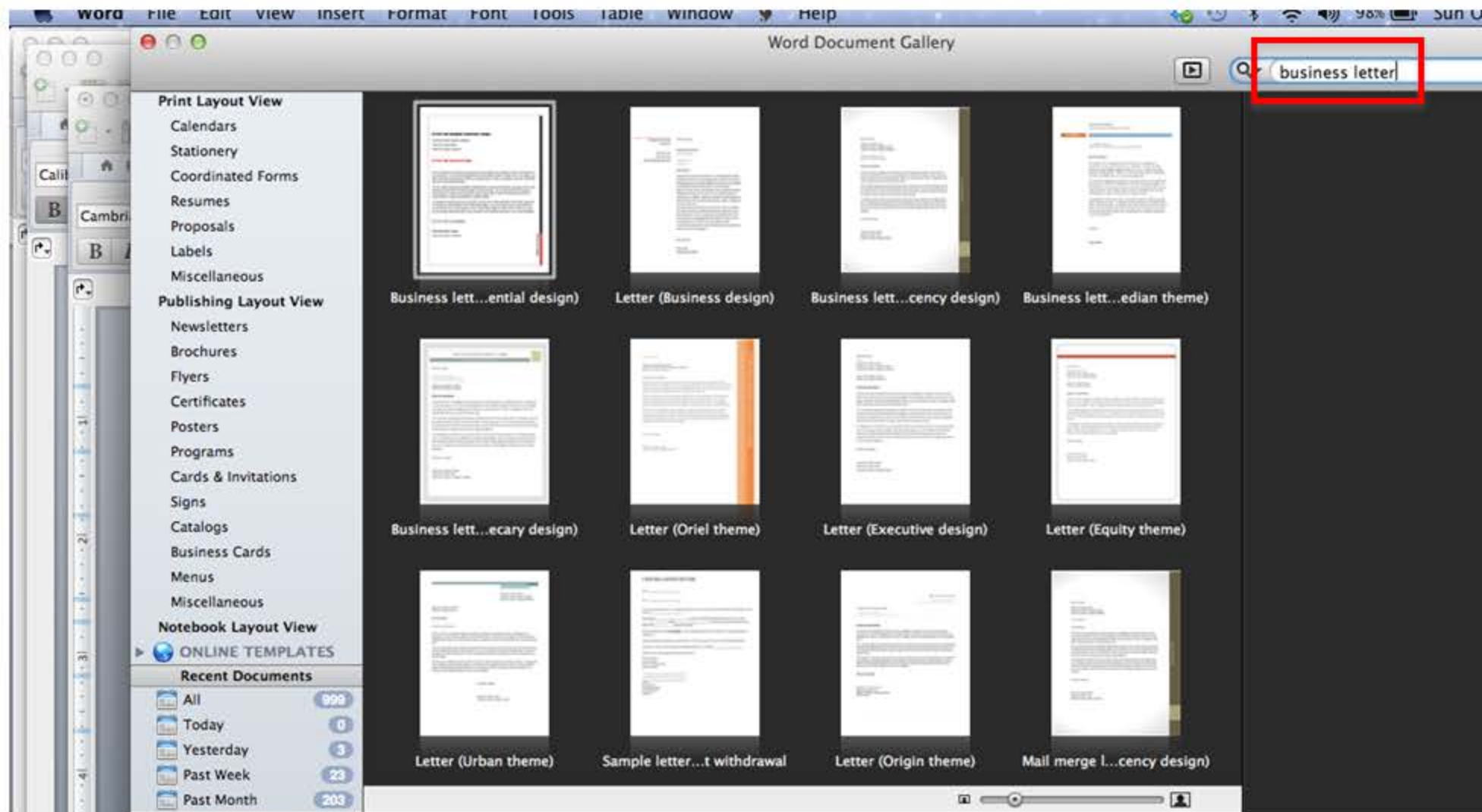
Advantage Envelope



Advantage Letter



Capital Envelope



Resume (Or CV)



- Courses you taught (not just numbers, but topics/levels)
- Emphasize California Community College teaching
- Include anything “above and beyond” your teaching; SLO work, writing curriculum, special projects for the department or college

Sample Resume Entry



2012-Present

Biology Instructor, Diablo Valley College

Courses taught:

Biology 101, Fundamentals of Biological Science (Spring 2012, 2013; Fall 2013, 2014; Summer 2013)

Biology 118, Fundamentals of Microbiology with Lab (Fall 2012; Spring 2013, 2014)

Biology 120, Introduction to Human Anatomy and Physiology (Fall 2013)

Duties: Prepare and deliver lectures, design lab assignments and teach laboratory courses, coordinate with lab technicians, hold one office hour per week, attend monthly department meetings, assess and record SLOs.

Cover Letters



- NOT a regular business cover letter
- Should specifically address how you meet all the minimum and desirable qualifications (unless the job announcement asked you to do this as a supplemental question/qualifications statement)
- Can be up to three pages

Supplemental Questions



- Some positions may have supplemental questions for you to answer.
- Teaching philosophy and sample assignments should generally reflect that you are a positive, accessible, and encouraging.
- Most departments value an interactive teaching style that allows students to work hands-on and collaborate in groups.

Use Positive Language

*Everyone
smiles in
the same
language*

negative language

- I had some initial problems working with this student population.
- I was not offered any classes but Statistics, so my experience teaching at other levels is unfortunately limited.

positive language

- I faced some initial challenges working with this student population.
- While I have so far only had the chance to teach Statistics, I have a background in Calculus and attended department trainings on basic skills instruction and am excited to teach those courses when the opportunity arises.

The First Interview



- Be early and give yourself a few minutes to relax before the interview is scheduled to start.
- When you enter the room, there may be people on the committee that you work with regularly; they will probably act as if they have never met you before.
- Committees may have more members than you expect. It isn't unusual for committees have 5-8 members.

The First Interview



- **Introductions**

- Follow the lead of the person that brought you into the room
- There may not be time or space to shake everyone's hand; that's ok
- Typically, the committee members will introduce themselves

- **Committee Composition**

- Faculty from the discipline and/or related disciplines
- Dean/Area Administrator
- Classified staff
- Student(s)

The First Interview



- **The Questions**

- Will be written in advance of the interview, all candidates will be asked the same questions and will be based on job announcement.
- A copy will likely be available on the table for you to refer to during the interview.
 - May be provided to you a few minutes before the interview but don't rely on that.

The First Interview

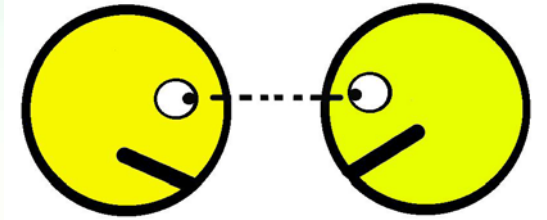
- **The Questions**

- Will focus on how you relate to students, your knowledge of the subject matter, and your understanding of the roles and responsibilities of a full-time faculty member in a community college.



The First Interview

Eye-Contact



- **During the Interview**

- Be mindful of the time, yet answer thoroughly.
 - If you don't get to answer all the questions, you will lose points.
 - You may also lose points if you do not go into enough detail.
- Make eye contact when possible
 - Committee members will be making notes so they may not be looking at you all the time.

The First Interview

- **During the Interview**

- Answer questions concisely and completely
 - If a question has multiple parts, make sure your answer covers the entire question.
 - It's OK to take a moment to compose your thoughts before answering a question.
 - Stay on topic.



The First Interview



- **During the Interview**
 - Let the committee know you want to be part of their college
 - Use examples that show that you know about the programs/services at their college.

The First Interview

- **Typical Types of Questions**
 - Subject matter
 - Scenarios
 - Professional experience



The First Interview



- **Closing the Interview**

- May be asked if you have any questions of the committee
- Committee chair will probably explain the next steps
- Always good to thank the committee for their time

A Teaching Demonstration on....

How to do a Teaching Demonstration



Objectives

- After viewing this teaching demonstration, you will have the tools to:
 1. Develop an engaging teaching demonstration based on your strengths
 2. Differentiate between what should and should not be included
 3. Organize your teaching demonstration concisely and effectively

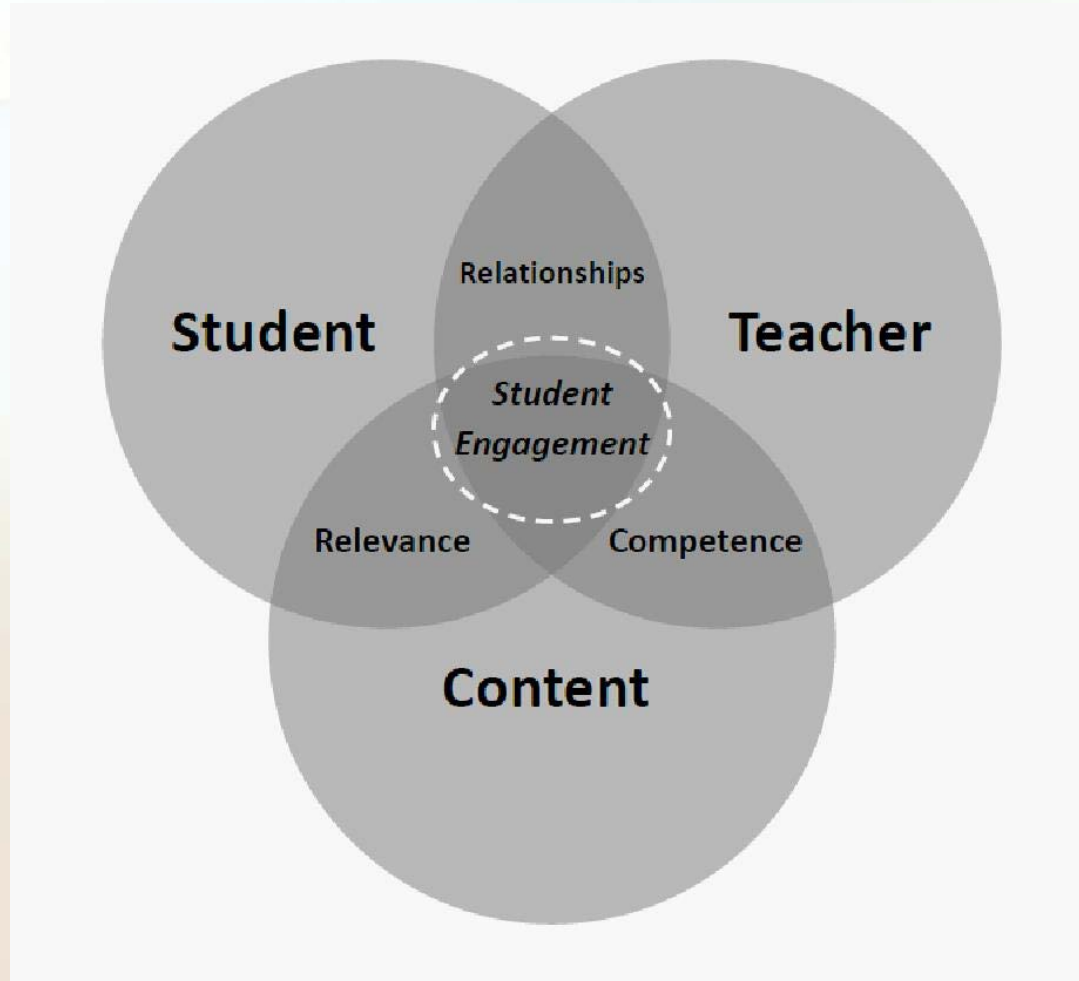
Work in pairs...

- Answer these questions:
 - What makes a GREAT teacher?
 - What strategies have you used to engage the adult learner and why?

What makes a good teacher?



What strategies have you used to engage the adult learner and why?



What to focus on....

- The topic?????
- Focus on the **HOW** you are delivering the material
- Focus on the **LEARNER** (engaging your committee)
- Focus on **HIGHLIGHTING** your teaching capabilities

What to Do

Do....

- Be creative!
- Ask about available technology
- Think of ways to engage your committee...
- Visuals, handouts, short videos
- Consider ALL learning styles
- Highlight your best teaching practices
- Practice with a timer!



Limit

- The amount of information thrown at your committee
- Sage on the stage
- Research oriented vs. learner oriented

How to organize...

- KISS (Keep it simple sweetheart)
 1. Objectives (1-3)
 2. Concise body addressing objectives
 1. Use images, videos, example exercises, etc. to engage your committee
 3. Wrap-up
 4. Questions

Wrap-up

- Relax
- Focus on the learner
- Keep it simple and concise
- Practice
- Let your great teaching skills shine through!



Questions??????

- Answered during Q&A



Counseling Specific Information

- Counseling is often college specific (read the job description)
 - Academic
 - Career
 - Personal (connect & identify skills)
- SSSP
 - What is it?
 - How does it affect counseling?
 - This is how we serve our students



Counseling Specific Information

- Transfer Information
 - articulation
 - A.A.-T or A.D.-T.
- Assist.org
 - transfer assistance
- Degree Works



Counseling Specific Information

- Minimum Qualifications
- Teaching Philosophy
 - may be required to give a demonstration
- Personal Philosophy



Counseling Specific Information

- Sensitivity to Diversity & Experience
- Case Scenarios
 - How would you work with a particular student?
 - What would you do?
- Flexible, Multi-Tasking, Fast Paced

The Second Interview

- What is the college mission, vision and values...and how do you fit in?
- The process involves many variables like
 - What additional skills or tools do you bring to the campus?
 - Diversity
 - "Fit" in terms of the college and the department
 - Commitment to the community
- Dress and Composure
- Expect the Unexpected



Information about Recruitment Event

Breakout Room Assignments

- Room 2480: Arts, Letters, and Social Sciences
 - Behavioral Sciences, Business and Athletics
- Room 2470: STEM and Public Safety
 - Student Services

ALSS

Arts, Letters and Social
Sciences

Don Miller, Ph.D., Dean
donmiller@laspositascollege.edu

STEMPS

Science, Technology,
Engineering,

Math & Public Safety
Lisa Everett, Ed.D., Dean
leverett@laspositascollege.edu

BSBA

Behavioral Sciences, Business
& Athletics

Dyan Miller, Dean/Athletic
Director
drmiller@laspositascollege.edu

SS

Student Services

Barbara Morrissey, Dean
bmorrissey@laspositascollege.edu

ANTR - Anthropology
ASL - American Sign Language
ENG - English
ESL - English as a Second Language
Foreign Languages
*FREN - French
*ITLN - Italian
*SPAN - Spanish
GEOG - Geography
HIST - History
Humanities
*ARTS - Art
*ARHS - Art History
*HUMN - Humanities
*PHIL - Philosophy
*PHTO - Photography
*RELS - Religious Studies
*VCOM - Visual Communications
INTD - Interior Design
Learning Communities
LIBR - Library Skills
MSCM - Mass Communications
*MSCM - Journalism
*MSCM - TV/Radio
Performing Arts
*DANC - Dance
*MUS - Music
*SPCH - Speech/ Forensics
*THEA - Theater
POLI - Political Science
SOC - Sociology
WMST - Women's Studies

AJ - Administration of Justice
ANAT - Anatomy
ASTR - Astronomy
AUTO - Automotive
BIO - Biology
BOTN - Botany
CHEM - Chemistry
CIS - Computer Information Sys
CNT - Computer Networking Tech
CS - Computer Science
ECOL - Ecology
EMS - Emergency Medical Services
ENGR - Engineering
EVST - Environmental Studies
EVSC - Environmental Sciences
FST - Fire Service Technology
GEOL - Geology
HSCI - Health Sciences
MATH - Mathematics
MICR - Microbiology
OSH - Occupational Safety & Health
PARA - Paramedics
Technology
PHYS - Physics
PHSI - Physiology
WLDT - Welding Technology

BUSN - Business
Child Development Center
ECD - Early Childhood Dev.
ECON - Economics
HLTH - Health/Wellness
Intercollegiate Athletics
INTN - Internship
KIN - Kinesiology (formerly
Physical Educ)
MKTG - Marketing
NUTR - Nutrition
PSYC - Psychology
VWT - Viticulture/Winery
Technology
HORT - Horticulture
WRKX - Work Experience

Counseling
GNST-General Studies
LRNS - Learning Skills
TUTR - Tutoring
PSCN - Psychology
Counseling and Human
Services

Transfer Center Assessment

CalWORKs
DSPS
EOPS & CARE Programs

LPC Full-Time Positions

LPC will soon recruit for the following positions:

Anthropology

Art

Biology

Computer Networking Technology

Counselor (3 positions)

Emergency Medical Services

English

Health

History

Horticulture/Viticulture

Humanities

Kinesiology – Head Men’s Soccer Coach

Math (2 positions)

Political Science

Psychology

Theater - with Technical Theater Emphasis

Informational Handout & Checklist

- We have provided you with an online handout that summarizes important points covered in this presentation and a checklist for your use when completing applications.
- <http://1drv.ms/1NoUcbs>

Participant Feedback



- If you only came for the first event, we would appreciate if you could take a few minutes to provide us with feedback about the seminar.
- If you are staying for the second event, please provide us with feedback about both events after you have attended the recruitment event.
- The online survey can be found at

<http://goo.gl/forms/aJ5WfGZQ3o>

Q&A Session

- Pass the 3x5 cards toward the aisles for collection.
- Panel of experts will answer as many as possible.
- FAQ page



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