

# **Faculty Development Mission Statement and Structure**

## **The Riverside City College Faculty Development Committee**

The Faculty Development Committee (FDC) of Riverside City College seeks to encourage the professional development of faculty through collegially supported learning opportunities that share the vision and values of RCC.

### **Section 1. Committee Representation**

The Committee shall consist of nine voting members; eight faculty members representing academic and faculty areas and the Faculty Development Coordinator. The representatives are drawn from and shall serve the departments of the following academic areas, the decision for which shall be made at the first meeting of the academic year:

- Humanities, Social & Behavioral Sciences
- Communications
- Performing and Fine Arts
- Kinesiology/Career and Technical Education
- Natural Sciences
- Business (including CIS and Accounting)
- Associate (Part-Time) Faculty

The eight representatives may be from any area or department, although it is preferred to have a variety of disciplines represented on the Committee. Other non-voting faculty members may participate in the Committee planning and discussion.

### **Section 2. Committee Executive Positions**

#### **A. Faculty Development Coordinator**

The Faculty Development Coordinator shall be a full-time faculty member who is currently a member of the FDC. The FDC will forward a qualified candidate for the position of coordinator to the Riverside City College Academic Senate for confirmation. The Senate shall forward the candidate to the Riverside City College President for final approval. The Coordinator's duties shall be determined by the attached job description. The Coordinator's primary duties shall be to facilitate professional development activities, manage the FDC budget, oversee the Glenn Hunt Center for Teaching Excellence, and serve as administrative liaison and co-chair the FDC meetings.

The term of the position shall be two consecutive academic years (July 1-June 30). The Coordinator shall have the option to seek reappointment for one additional 2-year term. A faculty member may hold the position again after sitting out at least one 2-year term.

In the event that the Faculty Development Coordinator cannot fulfill the duties of the position, the Faculty Development Committee shall choose a qualified candidate to act as an interim Faculty Development Coordinator for the remainder of the term.

## **B. Faculty Co-Chair**

One voting member of the committee shall act as the Faculty Co-Chair and shall be charged with collaborating with the coordinator to create the agenda, overseeing the faculty development website, managing travel requests, reporting to the Riverside Academic Senate on committee events and issues, and assisting the coordinator with duties as needed. The Faculty Co-Chair shall be elected by the Committee during the first meeting of the academic year and shall serve a one-year term.

## **C. Secretary**

One member of the Committee shall act as the committee's Secretary and shall be charged with keeping accurate records, recording minutes, and posting minutes to the faculty development website. The Secretary shall be elected by the committee during the first meeting of the academic year and shall serve a one-year term.

## **Section 3. Distribution of Funds**

The procedure for the distribution of all funds shall be determined by discussion and committee vote, contingent upon the budget and consistent with the goals of the FDC.

## **Section 4. Meeting Dates and Times**

The FDC meets on the first Tuesday of every month (September-December and March-June) from 2:00-3:30 pm in The Glenn Hunt Center for Teaching Excellence. There is also a retreat held during the winter intersession at a mutually agreed upon time and date.

## **Section 5. Subcommittee Appointments**

Subcommittees to support the Faculty Development efforts/activities will be formed as necessary.

**Job Description: Faculty Development Coordinator, RCC\*\***

1. Facilitate implementation of faculty development activities and ensure their broad publication
2. Oversee FLEX schedule and activities, contribute to the preparation of the required FLEX documentation for the state
3. Coordinate Campus New Faculty Orientation programs and provide mentoring as desired to new faculty
4. Monitor the faculty development budget in coordination with the appropriate administrator
5. Serve on the faculty development committee and as liaison with other college and district committees as needed to facilitate faculty development
6. Attend state and national conferences related to faculty development and give presentations promoting successful college programs
7. Work in collaboration with the Grant Office to maintain a knowledge of grant funding for faculty development projects, and seek such funding
8. Communicate with faculty and appropriate campus constituencies regarding budget, constituency decisions, state policies, etc.
9. Maintain regular liaison with the Academic Senate
10. Survey faculty and disciplines to ensure faculty development needs are being met (to the degree resources permit), and serve as liaison between faculty and administration as needed to meet those needs.
11. Work in collaboration with the Office of Institutional Effectiveness to maintain the Faculty Handbook and Faculty Survival Guide
12. Be familiar with legal issues and accreditation issues related to Faculty Development
13. Engage in regular assessment of faculty development activities as required by accreditations and to ensure the continued improvement of programs and services

*\*\*This job description was created by Kristina Kauffman in 2006.*