



## RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT

### Faculty Coordinator of Institutional Effectiveness

40-60% Released Time | Closing Date: June 5, 2026

#### Position Summary

The Faculty Coordinator of Institutional Effectiveness leads faculty engagement in GCC's core effectiveness functions — accreditation, program review, and integrated planning. This role serves as the primary faculty voice connecting the Academic Senate, the Office of Research & Planning, and college governance, ensuring that institutional processes are evidence-based, participatory, and aligned with accreditation standards.

#### Key Responsibilities

##### Accreditation

- Leads faculty participation in the development and review of accreditation reports and self-evaluation documents
- Maintains current knowledge of ACCJC standards, policies, and practices; applies and, if selected, serves as a peer evaluator on external site visits
- Coordinates accreditation-related items, including Chancellor's Office items, for Academic Senate review, input, and approval

##### Program Review & Planning

- Supports the implementation and continuous improvement of the program review process across instructional and non-instructional programs
- Tracks the status of program review recommendations to ensure follow-through and close the loop on resource requests
- Collaborates with CLO/PLO coordinators to ensure assessment findings are integrated into program review and planning
- Assists with the development and ongoing implementation of the Institutional Strategic Plan
- Co-facilitates program review coach training with the Associate Dean of Research and Institutional Effectiveness and serves as a lead resource for instructional units navigating the program review process

##### Equity-Informed Practice

- Promotes the use of disaggregated data in program review, planning, and accreditation to identify and address equity gaps

- Supports college-wide capacity to engage in equity-minded inquiry and data-informed decision-making

**Communication & Professional Development**

- Informs the Academic Senate, Board of Trustees, and college community on accreditation, program review, and planning activities
- Designs and facilitates professional development and information campaigns related to accreditation, program review, and institutional planning
- Serves as a liaison between the Office of Research & Planning and the Academic Senate

**Governance Participation**

- Voting member:
  - Strategic Planning Committee (Team A)
  - Institutional Planning Coordination Committee
  - Program Review Committee
- Resource member:
  - Budget Committee
  - Learning Outcomes & Assessment Committee

**Supervision**

Reports to the Associate Dean of Research and Institutional Effectiveness, in coordination with the Vice President, Instructional Services.

**Qualifications**

**Required**

- Tenured GCC faculty member

**Preferred**

- Familiarity with ACCJC accreditation standards and the program review cycle at GCC
- Understanding of shared governance structures and college planning processes
- Demonstrated ability to communicate complex processes clearly to diverse audiences
- Experience working with disaggregated data to facilitate equity discussions

**Assignment Details**

- Released Time: 40% in standard years; 60% in designated accreditation years per the schedule below. Stipend for short sessions possible based on workload.

Year	Accreditation Phase	Released Time
2026–27	Midterm report preparation	60%
2027–28	Post-midterm, standard year	40%

Year	Accreditation Phase	Released Time
2028–29	Standard year	40%

- Term: 3 years, subject to annual review by the RT/EP Committee and funding availability

### Application Procedure

Submit the application form and a letter of interest describing your qualifications for this role to the Human Resources Office by 4:30 p.m. on the closing date. A selection committee will interview candidates and forward a recommendation to the Vice President, Instructional Services.

*This position does not supplant contractual responsibilities including office hours, committee assignments, and curriculum work. Subject to continued funding availability.*

**Released Time/Extra Pay Assignment  
Application**

***RT/EP APPLICATION FORM***



**Position Title: Faculty Coordinator of  
Institutional Effectiveness**  
*40-60% Released Time*

**Closing Date: June 5, 2026**

Attach Additional Sheets, If Necessary

<b>Name:</b>	
<b>Current Position at GCC:</b>	<b>GCC Telephone Extension:</b>
<b>Relevant Experience and Education:</b>	
<b>Other:</b>	
<b>References:</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*All activities related to this position in no way supplant contractual responsibilities  
such as office hours, committee assignments and curriculum revision and development.  
This position is subject to availability of continued funding.*