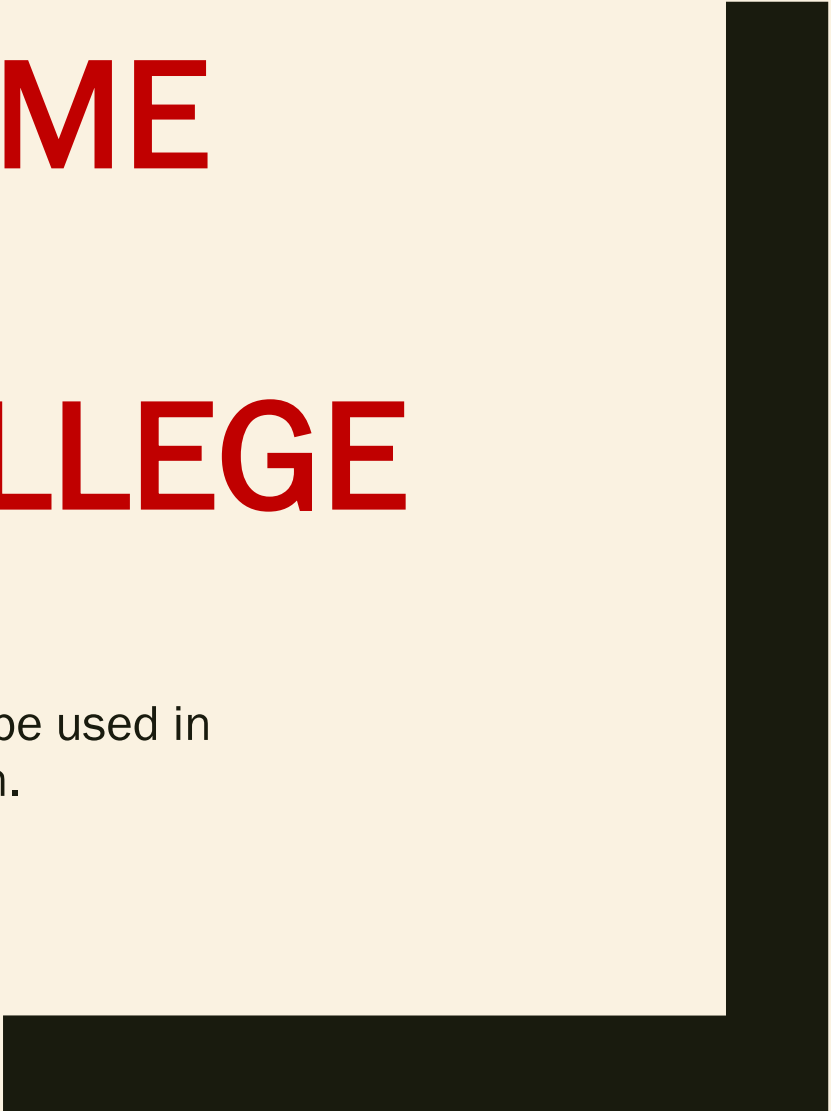




GETTING A FULL-TIME FACULTY JOB AT A COMMUNITY COLLEGE

Mt. San Antonio College February 1, 2019

All materials copyright Liesel Reinhart, 2019. May not be used in whole or excerpted without written permission.



Note about content

- The information presented in this presentation reflects the personal views of the facilitator(s) and may not reflect official hiring practices of Mt. San Antonio College or any of its hiring committee members.
- Following the suggestions from this session in no way assures a candidate of receiving an interview or job. Information provided is intended to contribute to a broad process through which candidates collect information from multiple sources about how to best prepare for the interview process.

What are Full-time Faculty Responsibilities?

- Teaching a full load (Usually 4-5 courses/term*)
- Scheduled office hours (usually 4 per week*)
- Service to the college hours (usually 6 per week*)
- Attendance at dept. meetings and professional in-service (Flex) days
- Maintaining currency in field/professional development
- Curriculum review, program review, equity work, Guided Pathways work
- Shared governance participation
- Faculty peer evaluations and self-evaluation
- Campus-wide involvement
- Other responsibilities

**different for librarians and counselors*

Finding job opportunities

- CCC Registry <http://www.cccregistry.org>
- HigherEdJobs <https://www.higheredjobs.com/faculty/>
- ChronicleVitae <https://chroniclevitae.com/>
- Campus and Departmental Websites
- Job Fairs

INSIDER TIP: Check Minimum Qualifications:

<https://californiacommunitycolleges.cccco.edu/Portals/0/Reports/2017-Minimum-Qualifications-Handbook-r1-ADA.pdf>

Typical Stages in Hiring FT Faculty

- Applicants upload application materials
- Initial paper screening by HR
- Paper screening by committee
- 50-minute interviews of selected candidates with committee.
- Writing assignment; teaching/coaching demonstration (sometimes)
- Second interview with VPI and hiring committee chair
- Reference checks
- Offer & Salary Schedule Placement
- Board Approval

Documents You Will Need

- Mt. SAC Application
- CV/Resume
- Cover Letter
- Transcripts demonstrating that you meet minimum quals (unofficial OK)
- References

Why do people miss the “PAPER” cut?

- Typos/bad writing
- Assuming that committee will carefully scrutinize the CV to root out your qualifications
- Assuming that committee will take into account what they know about you personally
- Talking more about what you will get out of the job than what you have to offer
- Ignoring critical aspects of the position description
- Weak, outdated letters of reference or references
- Not as qualified than other candidates

The image features two thick black L-shaped bars. One is positioned in the top-left corner, and the other is in the bottom-right corner, framing the central text.

PREPARING FOR THE INTERVIEW

What They Really Want to Know*

- You know what the job is
- You can do the job
- You won't be a problem (time suck, drama queen, complainer, excuse-maker, slacker, clueless, etc).
- You have an internal drive to be outstanding
- You have a passion for your field, for teaching, and for students
- You are exciting to listen to and have good energy

**my opinion totally*

Step 1: Research and Engage

- Spend several hours exploring the college website
- Thoroughly read the department and division website
- Review the catalog entries for your discipline
- Read publications from department faculty
- Read the department curriculum
- Talk to people about what is especially important for this discipline and department right now

Step 2: Generate List of Likely Questions or Question Areas

- Icebreaker question
- Equity/diversity question(s)
- Getting along with others
- Handling student discipline issues or other conflicts
- Ensuring students are successful in your classes
- Required & desired qualification areas from brochure
- Why do you want to work here?
- Off the wall questions

ICEBREAKER PREP:

Tell us a Bit About Yourself

- You or you as an educator in one great line.
- Summary of your education & how you developed a passion for your field
- Summary of your relevant work experience
- Your teaching or work philosophy, briefly
- A link to Mt. SAC that explains why you want specifically to continue your work here
- Welcome additional questions/indicate strong interest in the job

Equity & Diversity Questions

- **Make or break questions at Mt. SAC**
- **Understand the difference between diversity and equity**
- **Bring up specific training, projects, or classroom strategies that demonstrate your competence here rather than just describe your feelings or philosophy**
- **Know our demographics and read our student equity plan**
- **Be willing to say you want to grow – and have a plan**

Generating stories & examples: Inventory your experience

- A time you failed and then improved
- A time you used data to improve your teaching
- A time you were challenged by a student
- A manager or mentor who made an impact on you
- An experience that let you know this job was what you wanted to do in life
- A time you used data to improve your work

Do You Have Any Questions for Us?

- “I was reading your equity plan and...”
- What do you like about working here?
- What are the biggest challenges the college will be facing over the next three years?
- Where would you like to see this department go in the next 5 years?

WHO survives the INTERVIEW?

- Friendly, warm, authentic people
- Those who have a solid, realistic understanding of the job and the institution
- People with clear, supported answers
- People who hold your attention
- People who use good time distribution – not too short or too rambly
- People who can talk both philosophically and concretely about education/teaching
- Candidates who clearly demonstrate that they meet the qualifications described in the position announcement