

FULL-TIME FACULTY JOB POSTING TEMPLATE

Color Key:
Green: Optional generic suggested language
Black: Standard language
Red: For HR to modify as appropriate for the position

Date

PROFESSOR OF XXXX

MAJOR DUTIES & RESPONSIBILITIES

- Teach XXXX...
- Teach assigned courses in accordance with assigned course outline of record
- Participate in curriculum development, program advisory board, learning outcome development and assessments, grants relevant to program, serve on College committees as necessary to maintain and improve the instructional program, and participate in appropriate professional development activities
- Perform related duties as assigned, including timely compliance with clerical and administrative responsibilities and College, division, and department policies
- Collaborate effectively with other faculty, staff, and administrators to plan, develop, and execute related programs
- Perform related duties as assigned, including timely compliance with clerical and administrative responsibilities and College, division, and department policies
- Instruct and assist in the growth and success of a diverse population of students through careful preparation of course materials, effective teaching methods including online courses, and informed critical feedback on assignments and discussions
- Maintain scheduled office and campus hours, and participate in department/division meetings and committees
- Late afternoon and/or evening assignments may be required as part of the regular contract.

REQUIRED QUALIFICATIONS

- A. The minimum of one of the following awarded/conferred from a regionally accredited institution:
1. Master's degree in; OR

2. Bachelor's degree in; OR
3. California Community College credential, "Valid for Life" (no longer issued), authorizing service as an instructor in the appropriate discipline; refer to Ed Code § 87355 (If meeting qualifications with this credential, a copy of the valid lifetime credential AND transcripts must be submitted with the application.)
- B. Commitment to the community college goals/objectives of providing quality programs and services for students with diverse abilities and interests; personal qualities to work effectively and sensitively in a multicultural environment; awareness and commitment to the special needs of non-traditional students.
- C. Ability to communicate effectively in oral and written English.

PREFERRED QUALIFICATIONS

They are not required and differ by discipline.

LICENSES AND OTHER REQUIREMENTS

The incumbent may periodically be required to get to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

CONDITIONS OF EMPLOYMENT

This is a full-time, tenure-track, 1x-month contract position that begins in the 201x-1x academic year. Placement on the salary schedule is based on formal education, full-time and/or part-time teaching, and related work experience, up to a maximum placement at step 9.

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live scanned and clearance for employment is authorized by Human Resources. Costs for live scan services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set

forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment. The person holding this position is considered a 'Responsible Employee' under Title IX of the Educational Amendments Act of 1972 and is required to report to the College's Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: <http://www.mtsac.edu/safety/pdf/2014ASRFinal.pdf>

APPLICATION PROCEDURE

Apply between xx/xx/xx and 4 PM, xx/xx/xx. Paper applications are no longer accepted and incomplete packets will not be considered. Applicants must submit all of the following materials online at <http://hrjobs.mtsac.edu> to be considered for this position:

- A Mt. San Antonio College online application
- A cover letter addressing how duties & responsibilities, required qualifications, and preferred qualifications are met
- A detailed résumé that summarizes educational preparation and professional experience for the position
- A minimum of **three letters** of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation or any of the required documents)
- College and/or university **transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants**, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with

an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

For assistance with the online application, please contact Human Resources at (909) 274- 4225. E-mail: employment@mtsac.edu. 1100 N. Grand Avenue, Walnut, CA 91789-1399.

For more specific details about the responsibilities of this position, direct inquiries to: Name, Human Resources xxxxxxxxxxxx (909)274-xxxx; E-mail: xxxxxx@mtsac.edu

SELECTION PROCEDURE

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. Interviews may include a writing sample, committee presentation, and/or performance test. The committee will recommend finalists to the President/CEO and/or Vice President of xxxxxxxxx for a second interview. The number of vacancies is dependent on student enrollment, College resources, needs, and Board of Trustees' approval. The starting date will be xxxxxxxxx following Board approval and receipt of live scan clearance.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate.

*SALARY & BENEFITS

Salary: Initial placement \$xx,xxx- \$xxx,xxx/yr The College contributes \$xx,xxx toward annual premiums for medical, dental, vision, and life insurance coverage. Lifetime retirement benefits provided for eligible retirees.

The District participates in the Public Employees' Retirement System (PERS), State Teachers' Retirement System (STRS) retirement programs, and Metlife Social Security Alternative Plan. *Subject to change based on Collective Bargaining Agreement. We reserve the right to reopen, re-advertise, delay, or cancel filling this position.