

District-Directed Call
Business Faculty Lead: Noncredit Certificate Program
Fall 2025

Assignment:

Applications are now open to full-time and part-time Business and/or CIS faculty for noncredit curriculum and pathway development. The purpose of this assignment is to create a noncredit certificate program to include foundational computer literacy and a first-level office credential.

Selected faculty will receive 1 unit for the Fall semester (equivalent to approximately 43.75–87.5 hours per semester). This position can be shared between two faculty if needed.

Submission Deadline:

Applications must be received by September 9, 2025. Late applications will not be considered.

Description and Scope of Work:

This assignment supports the development of a new noncredit certificate program aligned with workforce readiness and adult education goals. Workforce readiness refers to the digital and professional competencies required for entry-level employment — such as computer literacy, communication, and task management — while adult education goals focus on reducing barriers for adult learners, including English language learners, by providing accessible skills instruction that supports workforce re-entry, career mobility, and transition into credit-bearing programs.

The Faculty Lead(s) will:

- Collaborate with department faculty, dean, counselors, and advisory partners to design a stackable noncredit certificate program.
- Develop noncredit curriculum focused on:
 - Foundational computer literacy (keyboarding skills, introduction to computers and operating systems)
 - Office technology skills (e.g., MS Office, Google Workspace, digital communication)
 - Workforce preparation competencies
- Coordinate with the Curriculum Committee to prepare and submit the required documentation for program and course approval.
- Conduct a regional scan to ensure alignment with labor market needs and best practices.
- Facilitate at least one advisory meeting and at least one student input effort (e.g., survey, focus group).
- Produce a pathway map and program sequence visual outlining stack-ability and alignment with credit-bearing programs.

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- Complete deliverables by December 2025 for curriculum submission. The program should be ready to launch by Fall 2026.

Summary of Deliverables:

- Curriculum for noncredit courses and certificate
- Program sequence map
- Advisory meeting report
- Student survey/focus group summary
- Final written summary of pathway development, rationale, and recommendations
- Submission-ready documents for Curriculum Committee and BACCC (as applicable)

Eligibility Requirements:

To be considered for the available position applicants must:

- Be a full-time or part-time Business and/or CIS faculty member at College of Marin
- Have received a satisfactory evaluation in their most recent evaluation cycle (CBA section 8.14.4.1)
- Have sufficient experience and/or training to serve in the role
- Have availability to take on additional units for the term of the assignment, or identify (in the application materials) a clear plan to request a change in assignment without negatively impacting the department/program

Application Process:

Please send a letter of application to [Angela Olmanson](#) that addresses the following:

- Discusses your interest and motivation for taking on this role, in 500 words or fewer
- Details your qualifications for the position and how they relate to the job duties and eligibility requirements outlined above
- Confirms that your most recent evaluation was satisfactory, and notes the semester date of your most recent evaluation
- Provides your current assignments and schedule for this semester and the semester/time period when the assignment will take place (to the extent known)
- If necessary, provides a clear plan of how you would request to change your assignment without negatively impacting your department/program and/or any other assignments in your schedule (See Below Under Assignment Adjustments for More Detail)

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Eligible unit members may propose splitting the position between two or more unit members if they apply together and provide a clear outline of how the duties and compensation are to be distributed. Each co-applicant must complete the application process outlined above.

For more Information:

- Regarding assignment adjustment and scheduling availability requirements please contact your direct supervisor.
- Regarding the BUIS/CIS Noncredit Certificate Faculty Lead's position, please contact Angela Olmanson, aolmanson@marin.edu.

Administrative and Budget Details:

- Budget FOAP:
- Budget Manager: Kathleen Antokhin, Program Coordinator for Workforce Projects, kantokhin@marin.edu
- Administrative Assistant: Tanya Paredes, tparedes@marin.edu
- Project Supervisor: Angela Olmanson, aolmanston@marin.edu

Assignment Adjustments:

Faculty applying for this role must demonstrate their ability to take on additional units as per Section 8.5 of the Collective Bargaining Agreement (CBA). Requests to change your assignment must be discussed with your chair and supervisor **prior** to submitting your application.

Please note that approval of assignment changes is at the District's discretion. If the District does not approve of the proposed change in assignment, the application will be denied.

Terms of Acceptance:

By accepting this role the applicant(s) agree(s) to the following:

1. Project Deliverables
 - Continue to meet all eligibility criteria
 - Perform the responsibilities associated with the position
2. Deadline Compliance
 - Deliver/produce the final product or outcome as described
 - Meet the deadline by which the final product or outcome is to be delivered
3. Non-Completion and Repayment Policy

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- If the faculty member fails to produce the final outcome or product at the time specified or an agreed-upon extension (granted by the Assistant Superintendent/Vice President of Student Learning and Success) they must repay to the District all monies received. They will also be ineligible for any overload, reassigned time, or stipend until successful completion of repayment.