

District-Directed Call HUM 101 Content Instructor Pool

Applications are now open to full-time and part-time faculty members for the Humanities 101 Content Instructor Pool. For each Humanities 101 section assignment, the instructor will receive 10 hours of compensation at the current stipend rate. Each instructor may be assigned up to one section per semester. If the pool is exhausted and there are unassigned sections remaining, then the Dean of Arts & Humanities may approve one or more instructors being assigned two sections.

Submission Deadline:

Applications are accepted on an on-going basis.

Description and Scope of Work:

The function of the Humanities 101 Content Instructor is to prepare and facilitate two lectures for a HUM 101 course. The lectures will align with the course theme and present the theme through the disciplinary lens of the content instructor.

The Humanities 101 Content Instructor will:

- Collaborate with the Dean of Arts & Humanities and HUM 101 Course Instructors to develop their HUM 101 lectures.
- Coordinate with Humanities 101 instructor to schedule two lectures.
- Prepare and facilitate two lectures for a HUM 101 course, aligned with the course theme and highlighting that theme through their disciplinary lens.
- Utilize available assessment, curriculum, and educational tools (onsite and online) to effectively engage the students in content, practice, and appropriate support to advance educational capacity and confidence

Eligibility Requirements:

- Be a full-time or part-time faculty member at College of Marin with a current assignment
- 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 Lauren Servais, lservais@marin.edu, 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)

For more Information:

- Regarding assignment adjustment and scheduling availability requirements please contact your direct supervisor.
- Regarding the Humanities 101 Content Instructor Pool, please contact Lauren Servais, lservais@marin.edu.

Administrative and Budget Details:

- Budget FOAP: 11100.26501.14430.602000
- Budget Manager: Lauren Servais, lservais@marin.edu
- Administrative Assistant: Eileen Acker, eacker@marin.edu
- Project Supervisor: Lauren Servais, lservais@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

- 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.