

**District-Directed – Open Call
Peer Online Course Review (POCR) Instructor Pool**

Ongoing

Assignment:

Applications are open to full-time and part-time faculty for the POCR Instructor pool.

The POCR Instructor will receive up to 15 hours of compensation at the current stipend rate. The term of the assignment is ongoing, as assigned by the Distance Education Coordinator.

Submission Deadline:

Applications are accepted on a rolling basis.

Description and Scope of Work:

This position falls under the administrative leadership of the AVP of Instruction in collaboration with the Distance Education faculty coordinator and Instructional Designer. The purpose of the POCR is to assist faculty who have taken the Online Teaching and Design OEI course with next steps, including course design strategies to align with the CVC-OEI rubric

The POCR Instructor will:

- Review faculty's Course Review Self-Assessment & Feedback form
- Use CVC-OEI rubric for peer review process
- Consult with DE Coordinator and Instructional Designer
- Work with faculty to address elements in rubric to ensure courses meet the standards

Eligibility Requirements:

To be considered for the available position applicants must:

- Be a current full-time or part-time faculty member at College of Marin
- Have successfully completed the OEI/OTD course or equivalent
- Be familiar with the CVC-OEI Online Course Design Rubric
- Have successfully participated in and completed the POCR process
- Have successfully completed the CVC-OEI six-week POCR training course
- 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

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Application Process:

Please send a letter of application to Cari Torres at ctorresbenavides@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)
- Provides a list of all non-instructional assignments for the previous three years, e.g., coordinator, chair, call, Academic Research Grant (ARG), Institutional Research and Development grant, and/or other District-directed non-instructional assignments. Specify the role, academic year received, and the number of units or stipend hours awarded.
- 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)

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.

Administrative and Budget Details:

- Budget FOAP: 11100.53001.14430.602000
- Budget Manager: Cari Torres; ctorresbenavides@marin.edu
- Administrative Assistant: Melanie Palomino; mpalomino@marin.edu
- Project Supervisor: Cari Torres, DE Coordinator, Instructional Designer

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/or supervisor **prior** to submitting your application.

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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.

For more Information:

- Regarding assignment adjustment and scheduling availability requirements please contact your direct supervisor.
- Regarding the POCR Instructor position, please contact Cari Torres at ctorresbenavides@marin.edu