

COMPTON COMMUNITY COLLEGE DISTRICT



PROGRAM REVIEW FACULTY COORDINATOR

POSITION DESCRIPTION

Under the direction of an assigned Dean, the Program Review Faculty Coordinator is responsible for the oversight, training, and assistance with Program Reviews. The Program Review Coordinator will work with faculty and staff to build a working schedule of Program Reviews to be completed accurately and on regular intervals. The Program Review Faculty Coordinator will be selected from the ranks of full-time instructors for approval by the assigned Dean and the Vice President of Academic Affairs.

DUTIES AND RESPONSIBILITIES

- Develop and publish the annual schedule of program reviews for each academic year.
- Provide leadership to program review teams and ensure timely completion of program reviews.
- Maintain current knowledge and understanding of data analysis and reporting.
- Provide monthly program review training to faculty, staff, and management.
- Work with the Core Planning Workgroup regularly to improve the program review template.
- Attend department/division/committee and District meetings deemed necessary or requested
- Provide technical support to faculty and staff on a one-on-one basis throughout program review activities.
- Serve as a resource on committees like the Institutional Effectiveness Committee (IEC), Accreditation, and Planning and Budget.
- Upload approved program review recommendations into Nuventive Improve for funding and resource allocation.
- Provide end-of-year reports related to Program Review activities to the Dean and IEC.
- Regularly update the Compton College Program Review web pages, rubrics, and handbooks.
- Maintain office hours to assist faculty, staff, and administrators with Program Review.
- Develop a list of duties for review and approval by the assigned academic Dean on an annual basis.
- Perform assigned committee work, including participation in program review of the accreditation process and to attend meetings called by the District, as long as such obligations are considered reasonable.
- Perform other duties assigned.

REQUIRED QUALIFICATIONS

Full-time Compton Community College District Instructor

Salary Range: Current Salary and the Program Review Coordinator will be compensated with reassigned time.

Conditions of Employment: Temporary Assignment, Full-time Compton Community College District Instructor.