

Faculty Development Subcommittee Mission Statement and Structure

The Riverside City College Faculty Development Subcommittee

The Faculty Development Subcommittee ("FDS") of Riverside City College is a standing subcommittee of the Riverside City College Academic Senate ("RCCAS") that seeks to encourage the professional development of faculty through collegially supported learning opportunities that share the vision and values of RCC.

Section 1. Subcommittee Representation

The Subcommittee shall consist of twelve voting members: ten full-time faculty members proportionally representing the academic divisions and one Associate (part-time) faculty member representing Associate faculty. The full-time faculty members shall be selected by their respective divisions via division elections, and the Associate faculty members shall be selected by the Associate Faculty via an Associate faculty election. The composition of the Subcommittee shall be as follows:

Languages, Humanities, Social, & Behavioral Sciences – three members

Career and Technical Education – two members

STEM and Kinesiology – two members

Counseling and Library Services – one member

Fine and Performing Arts – one member

Nursing and Health Related Sciences – one member

Associate (Part-Time) Faculty – one member

The above-mentioned faculty members shall serve as voting members on the Committee. Other non-voting faculty members may participate in the Committee planning and discussion.

Section 2. Subcommittee Executive Positions

Faculty Development Coordinator

The Faculty Development Coordinator shall be a full-time faculty member who is currently a member of the FDS. The FDS forwards a qualified candidate for the position of coordinator to the RCCAS for confirmation in the last meeting of the spring term. The RCCAS shall forward the candidate to the Riverside City College President for final approval. In the event that the Coordinator cannot fulfill the duties of the position, the FDS shall choose a qualified candidate to act as an interim Coordinator for the remainder of the term.

The Coordinator's primary duties shall include facilitating faculty development activities, managing the FDS budget, overseeing the Glenn Hunt Center for Teaching Excellence, and serving as administrative liaison and co-chair the FDS meetings. Other duties shall be determined by the attached job description.

The term of the position shall be two consecutive academic years (July 1-June 30). The Coordinator shall have the option to seek reappointment for one additional 2-year term. A faculty member may hold the position again after sitting out at least one 2-year term.

Faculty Co-Chair

One voting member of the committee shall act as the Faculty Co-Chair who collaborates with the coordinator to complete all the necessary tasks. The Faculty Co-Chair shall be elected by the Committee during the first meeting of the academic year and shall serve a one-year term. In the case where the Faculty Development Coordinator cannot fulfill their duties, the Faculty Co-Chair may be expected to assume the Interim Coordinator position. This decision is subject to vote by the Subcommittee, and to approval by the College President and the Academic Senate President.

Section 3. Distribution of Funds

The procedure for the distribution of all funds that exceed \$500 shall be determined by discussion and committee vote, contingent upon the budget and consistent with the goals of the FDS.

Section 4. Meeting Dates and Times

The FDS typically meets on the first Tuesday of every month (September-December and March-June) from 2:00-3:30 pm on campus or virtually. The meeting time may change if there is also a retreat held during the winter intersession at a mutually agreed upon time and date. Other meetings may be scheduled as needed.

Section 5. Workgroup Creation

Workgroups to support the Faculty Development Subcommittee's efforts/activities will be formed as necessary.

**Job Description: Faculty Development Coordinator
Riverside City College**

Facilitate implementation of faculty development activities and ensure their broad publication on the website;

Oversee FLEX schedule and activities, contribute to the preparation of the required FLEX documentation for the state;

Coordinate Campus New Faculty Orientation programs and provide mentoring as desired to new faculty;

Monitor the faculty development budget in coordination with the appropriate administrator;

Serve on the faculty development committee and as liaison with other college and district committees as needed to facilitate faculty development;

Attend state and national conferences related to faculty development and give presentations promoting successful college programs;

Work in collaboration with the Grant Office to maintain a knowledge of grant funding for faculty development projects, and seek such funding;

Communicate with faculty and appropriate campus constituencies regarding budget, constituency decisions, state policies, and other relevant decisions that impact faculty development;

Maintain regular meetings with the Academic Senate President, faculty presiding co-chair of the Resource Development and Administrative Services ("RDAS") Leadership Council, Teaching and Learning (TLLC) Leadership Council and the Guided Pathways Coordinator; the Educational Oversight Planning Committee (EPOC) and other meetings as needed.

Survey faculty and disciplines to ensure faculty development needs are being met (to the degree resources permit), and serve as liaison between faculty and administration as needed to meet those needs;

Work in collaboration with the Office of Academic Affairs to maintain the Faculty Handbook and Faculty Survival Guide;

Be familiar with legal issues and accreditation issues related to Faculty Development;

Engage in regular assessment of faculty development activities as required by accreditation and ensure the continued improvement of programs and services;

Participate in job fairs (i.e., Southern statewide CCCCCO Job Fair)

Submit necessary documents/reports to State Chancellor's Office as required by Title 5 CCR §55730(f);

Work jointly with Student Equity Committee and other college-wide committees to provide and promote professional development training opportunities;

Collaborate with RCC Professional Development Coordinator.