

PROCEDURE FOR CAMPUSWIDE POSITIONS WITH REASSIGNED TIME

- 1) The college administration, working with the Faculty Senate president, ensures that all opportunities for campuswide coordinating positions with reassigned time will be announced widely and in a timely manner. Duties, qualifications and compensation will be part of the announcement.
- 2) Current positions which will be addressed in this manner include:
 - Coordinator, Semester Abroad
 - Title V Activities Coordinators
 - Staff Development Coordinator
 - Writing Center Coordinator
 - Tech Prep Coordinator
 - Honors Coordinator
- 3) The responsible administrator will form an ad hoc committee to serve as the selection committee for the position. Faculty members on the ad hoc committee will be appointed by the Faculty Senate. Committee composition includes:
 - 2 faculty
 - 2 managers
 - 1 classified staff
- 4) The recommendation of the selection committee will be forwarded to the College President for appointment.