

11/25/2020

Mail - Mary Pape - Outlook

Fw: FYE Faculty Coordinator Assignment

Karen Chow <chowkaren@fhda.edu>

Tue 11/24/2020 6:59 PM

To: daftfac <daftfac@fhda.edu>; daptfac <daptfac@fhda.edu>

1 attachments (87 KB)

FYE Faculty Coordinator _JD2020 (Alicia Cortez).pdf;

From: Alicia Cortez

<cortezalicia@fhda.edu

> **Sent:** Monday,

November 16, 2020

11:08 AM **To:** Karen

Chow

<chowkaren@fhda.edu

>

Cc: Lorrie Ranck <rancklorrie@fhda.edu>

Subject: FYE Faculty Coordinator Assignment

Hello Karen,

Our First Year Experience (FYE) program is seeking dynamic and student-centered candidates interested in serving as the Faculty Coordinator. Can you kindly forward this Faculty Coordinator assignment to full-time faculty? The deadline to submit a letter of interest and resume is November 30th.

Your help with this request is

greatly appreciated. In

Community Spirit,

Alicia Cortez, MSW, MA

Dean, Equity and Engagement Division

De Anza College, Media &

Learning Center 250

Cupertino, CA 95014

408/864-8365

Email: cortezalicia@deanza.edu

Pronouns I respond to:

She/Her/Hers/Herself/Ella

Arranger-Context-

Connectedness-Relator-

Intellection

First Year Experience (FYE) Faculty Coordinator

Beginning Winter Quarter 2021*

Position Overview:

The First Year Experience (FYE) program is a student success, equity-focused cohort program designed to support underrepresented students who place into enhanced college-level English courses succeed in their first year of college. Students in the program benefit from wrap around services, access to a Student Success & Retention Services (SSRS) Center, peer mentors and an integrated curriculum that pairs English and courses with transferrable courses in disciplines such as Sociology, Intercultural Studies, Communication, Anthropology, Counseling and Environmental Science.

The Faculty Coordinator and the Counselor Coordinator share responsibility for coordinating and leading the First Year Experience (FYE) program. This Faculty Coordinator assignment involves planning, implementation, and working collaboratively in creating a culturally responsive, interdisciplinary, year-long curriculum. This position reports to the Dean of Equity & Engagement and is open to full-time De Anza tenured faculty or Phase 3, Year 4 tenure candidates.

COMPENSATION: \$3500 Additional Pay per academic term. Typical hours can be 5 to 8 hours a week but can vary depending upon program demands. Summer compensation is \$1000.

The Faculty Coordinator will:

- work with Dean and counselor to identify and recruit faculty for the program
- Provides mentorship, training and orientation to new program faculty
- Schedules and creates agenda for planning meetings and weekly meetings for faculty collaboration
- Attends weekly meetings and provides necessary input and support
- Works with program faculty to create programming and plan field trips for students
- Works with Dean and counselor to plan and execute year-end activities
- Works with Dean and bookstore personnel to order any shared texts for the courses;

- Compiles course reader for each term, if applicable.
- Assist Counselor and Dean with program review and SLOs. Collect and compile FYE courses success rates.
- Attend LinC Summer Institute and FYE trainings, retreats and in-services.

Desired Qualifications:

1. Knowledge and demonstrated experience with culturally responsive teaching.
2. Ability to work collaboratively and build community across disciplines
3. Event development, coordination and facilitation experience.
4. Knowledge of program review, campus equity goals and assessment.

Application Process:

Interested full time faculty should apply by forwarding a current resume and a brief cover letter to Alicia Cortez, Dean of Equity and Engagement Division (cortezalicia@deanza.edu) by November 30, 2020.

*This position typically runs the academic year and includes Summer.

11/16/20