Memorandum of Understanding: Faculty Release time/OAS DE-Related Positions in which the Academic Senate Council has an interest related to Academic and Professional Matters and/or Participatory Governance.

The ASC President, ~~and~~ the College Vice President of Instruction (or designee) and DEC/DECC (DE Coordinator/DE Committee Chair) collaborate on the development of the job description, recruitment of faculty, interview and selection, and onboarding and performance review procedures for the following DE-related release time positions:

- POCR Lead 20%
- Instructional Designer 25%
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The following process was followed for release time/OAS appointments beginning in Fall 2021:

1. Vice President of Instruction, ASC president, and DEC/DECC identify needs and funding sources to determine the DE-related positions to be filled for the upcoming academic year.
2. ASC president reviews the reassigned time job description in partnership with the CCC vice president (or designee) and DEC/DECC and make updates as necessary.
    a. Current descriptions stored in CCC Release Time Team 2021 Sharepoint
3. ASC president and CCC vice president of Instruction (or designee) jointly announce job openings via email to all faculty.
    a. Complete job description and term
    b. Description of criteria used in selection process (experience related to job description, committee experience, leadership experience, etc.)
    c. Recruitment message stored in Release Time Team 2021 Sharepoint
4. Faculty submit letter of interest that addresses selection criteria to ASC office administrative assistant, ~~and/or~~ Vice President of Instruction's office administrative assistant and DEC/DECC.
    a. All letters archived in Release Time Team 2021 Sharepoint
    b. The morning after the application deadline, the Sharepoint folder containing all the letters of interest submitted is shared with the ASC president, Vice President of Instruction, and the DEC/DECC.
5. All applicants are interviewed by the ASC president, ~~and~~ CCC vice president of Instruction (or designee) and DEC/DECC using a rubric with criteria, and successful applicants announced via campus-wide email.
    a. Completed rubrics are stored in the Release Time Team 2021 Sharepoint
    b. Vice president of Instruction (or designee) offers positions to successful candidates
6. Successful applicants work with their division deans to complete the CCC Request for Reassignment.

   a. Job description is transcribed to this form, including term of service (2 years unless posted otherwise)

   b. Deliverables are transcribed to this form

7. The target for completion of this process for each position is May 15, to allow for schedule planning for the following academic year.

8. The faculty assume their release time position and do the work

   a. Onboarding meeting with ASC President, and college Vice President of Instruction (or designee) and DEC/DECC is held by the beginning of the fall semester to develop a shared understanding of expectations and deliverables for the position.

   b. This is basically a review of the "request for reassignment form", with agreed-upon modifications as appropriate

   c. Faculty receiving release time have the option of providing monthly summaries of accomplishments/deliverables, or may use the time and effort forms. Faculty receiving OAS payment must use the time and effort forms to account for work.

9. By the halfway mark of the spring semester, ASC president, and Vice pPresident of Instruction (or designee) and DEC/DECC consults with faculty member for a 'check in' (faculty member might discuss discrepancies between job description and actual work expected, constructive feedback might be provided to faculty member, etc)