

## **ESLN Orientation Facilitator/Support Pool for Noncredit ESL**

### **District Directed Call**

Applications are being solicited from full-time or part-time Credit and Noncredit ESL faculty members to lead and support the Noncredit ESL orientations and assessment tests that are conducted throughout the academic year as part of the Noncredit ESL matriculation process. Positions will be funded by the ESLN Department on an ongoing basis. For each orientation/testing date assignment, a **facilitator** will be selected from the pool and receive up to 6 (six) hours of compensation and the other **assigned faculty members** will receive up to 4 (four) hours each of compensation at the current stipend rate.

### **Description and Rationale for Project:**

Many noncredit ESL students struggle with the noncredit matriculation process, so orientations and placement assistance are necessary. Thus, full-time or part-time Noncredit ESL faculty facilitate orientations and placement workshops to help ESLN students navigate this challenging process.

### **Scope of Work:**

#### **Assigned faculty members will:**

- Present orientation and testing information
- Participate in the orientations and testing sessions, as assigned
- Conduct specific activities and tasks at the direction of the assigned workshop facilitator
- Assist students at the workshops

**The assigned workshop facilitator** (chosen from pool for each workshop) will additionally:

- Lead and support orientations and testing sessions, as assigned
- Provide guidance to the noncredit faculty that are assigned to support specific activities and tasks
- Coordinate logistics with the College Skills Department's administrative staff

### **Eligibility Requirements:**

- Full or part-time status in Noncredit ESL or Credit ESL at College of Marin
- Experience and/or demonstrated interest in Noncredit ESL orientations and testing
- Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, ethnic, and accessibility-related backgrounds of community college students and the campus community.

### **Compensation:**

- For each orientation/testing date assignment, a **facilitator** will be selected from the pool and receive up to 6 (six) hours of compensation and the other **assigned faculty members** will receive up to 4 (four) hours each of compensation at the current stipend rate.

**Application Procedure:**

1. Please send a letter of application (500 words or less) to Sarah Anderegg (sanderegg@marin.edu) describing your qualifications for this position.
2. Applications are submitted on a rolling basis)

**Criteria Used to Evaluate Applications (8.4.5):**

UDWC shall evaluate applications using some or all of the following criteria with points awarded using the scale indicated:

1. Mandatory criteria that every application must meet to be approved:
  - a. The proposed cost and probable availability of personnel, equipment, supplies and/or operational support will be available.
  - b. The project activities will not adversely affect the discipline or department budget, facilities or schedule.
  - c. The applicant has adequate experience and/or training to carry out the proposed project.
  - d. The applicant has notified the department chair of the application.
  - e. Compensation is commensurate with the scope of work. If not, UDWC may approve lower units/hours than requested. This criterion does not apply to externally-funded activities (Category II) where the District is not providing funding.
  - f. The unit member is not receiving compensation or funds from other sources for the same work/project. This criterion does not apply to externally-funded activities (Category II) where the District is not providing funding.
2. The problem or need addressed has been adequately thought out and described (0-10 points).
3. The problem or need addressed is in support of one or more of the college's goals and objectives (0-7 points).
4. The project activities are likely to contribute to instructional effectiveness (0-10 points).
5. The project activities are likely to increase student learning and/or retention (0-10 points).
6. The project activities are likely to encourage the adoption of instructional, learning or technical innovation(s) at the discipline, department and/or instructional levels (0-7 points).

**Application Recommendations (8.4.6):**

The UDWC shall make one of the following recommendations based on majority decision for applications for overload, reassigned time, reduced load, or stipend:

- a. Approve – UDWC will forward recommendations for approval to the Superintendent/President.
- b. Request revision of application – UDWC may recommend the applicant revise their application. UDWC will inform the applicant of its reasoning for the request.

- c. Deny – UDWC may deny applications. If UDWC does not, by majority decision, approve or decide to request revision of an application, the application shall be denied. Upon the request of a unit member whose application is not approved, UDWC will provide an explanation.

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