

**District-Directed Call
Faculty Diversity Internship Program
(FDIP)**

Fall 2024 – Spring 2025

Applications are being solicited from full-time faculty members in the following disciplines to mentor our 2024-2025 faculty interns. Each selected mentor will receive 1.5 units total (approximately 65 hours of work) for the 2024-2025 academic year.

Description:

The Faculty Diversity Internship Program is focused on providing interns from historically underrepresented groups with an opportunity to work within the community college system. The internship will support the College of Marin's Student Equity Plan to "Hire, support, and retain equity-minded employees reflective of the diversity of the student body and expect all College employees to approach their work with equity-mindedness."

Scope of Work:

FDIP Mentors will:

- Attend all first-Friday workshops with other mentors and interns
- Attend all FDIP meetings and events scheduled throughout the academic year
- Meet weekly with interns, one-on-one, in-person
- Observe interns in classroom environment and provide feedback and guidance
- Provide opportunities to participate in lesson planning
- Mentor, observe, and evaluate interns' in-person interactions with community college students
- Expose interns to College of Marin committees, professional learning opportunities, and other relevant activities
- Work with interns to develop employment portfolio (includes strategies for job search; resume, equity statement, cover letter, teaching demonstration, etc.)
- Recruit interns for the mentor's discipline

Eligibility Requirements:

- Full-time faculty status at College of Marin in one of the listed disciplines
- Faculty member must have available non-instructional load to fit within CBA requirements for a non-instructional load
- Available to attend all FDIP meetings and events across both semesters
- Commitment to mentoring intern in-person and on-site at COM
- Ability to comply with all FDIP program requirements

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 received 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.