

**District Directed Call**  
**Peer Online Course Review (POCR) Instructor Pool**

Applications are being solicited from the College of Marin's full-time and part-time faculty members to fill anticipated openings for the Peer Online Course Review (POCR) process at COM. Each selected instructor will receive up to 15 hours of compensation at the current stipend rate.

**Description and Rationale for Position:**

This position falls under the administrative leadership of the AVP of Instruction in collaboration with the Distance Education faculty coordinator and Instructional Designer. The purpose of the POCR is to assist faculty who have taken the Online Teaching and Design OEI course with next steps, including course design strategies to align with the CVC-OEI rubric.

**Scope of Work:**

- Review faculty's self-assessment
- Use CVC-OEI rubric for peer review process
- Consult with DE Coordinator and Instructional Designer
- Work with faculty to address elements in rubric to ensure courses meet the standards

**Eligibility Requirements:**

- Full time or part time faculty status at College of Marin
- Successfully completed OEI/OTD course
- Familiar with CVC-OEI Online Course Design Rubric
- Successfully participated in and completed POCR process
- Successful completion of the CVC-OEI 4-week POCR training course

**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.