



From Part-Time to Full-Time:
Best Practices in Applying for Tenure Track Positions
Wednesday, January 12 | 5:00 - 7:00 PM

From Part-Time to Full-Time:

Best Practices in Applying for Tenure Track Positions

This workshop will focus on the application process, interview preparations revolving around Diversity, Equity, and Inclusion questioning, and teaching demos.

An experienced panel of faculty members who have been through the process will share their thoughts and best practices with attendees.

Moderator:

- **Linda Sneed**, Cosumnes River College, lagrump@gmail.com

Panelists:

- **Andrew Aleman**, College of the Desert | andrewcaleman@gmail.com
- **Cornelia Alsheimer**, Santa Barbara City College | cornelia_alsheimer@hotmail.com
- **Mohamed Sharif-Idiris**, Southwestern College | idiris.sd@gmail.com
- **Oranit Limmaneeprasert**, American River College | oranitlim@gmail.com
- **Wendy Brill-Wynkoop**, College of the Canyons | brillwynkoop@gmail.com

For additional questions please contact FACCC Part-Time Committee Chair
Raymond Brennan at brennanraymond@fhda.edu

The Process

- [Minimum qualifications](#) vs. desirables
- Disciplines
- How do you learn about positions?
 - [CCC Registry](#)
 - Networking
 - Reach out to department chairs
- Local differences in HR policies and processes
 - AP/BP 7120
 - The process should be transparent
- Selection Committee
 - Faculty, non-discipline-specific faculty, administrators, staff
 - Committee size
- Screening & screening criteria

Sample Screening Criteria

XX Disciple Position 2017

Position #

Sample Screening Criteria Applicants ≡				
1. Education: (0-10- pts.)				
2. Experience: Here's where there may be a laundry list related to application and academia. (0-20 pts.)				
3. Diversity: Experience interacting positively with diverse populations (0-20 pts)				
4. Technical Literacy: Integration of technology in the classroom, counseling, and profession. (0-20 pts.)				
5. Specialize experience working, such as working with basic skills learners, or field work in the sciences, or... (0-10 pts.)				
6. Answers to supplementary questions (if there are any).				
7. Application: Completeness and grammatical accuracy of application (0-10 pts.)				
TOTAL POINTS (100)				

Application

- Job announcement
- Letter of intent
- CV
- References

Job Announcement

Some Examples:

SBCC Biological Science Faculty (new approach)

Southwestern College Human Resources is accepting applications for the following faculty vacancies

Posting(s) are available to view/apply at <https://jobs.swccd.edu> :

- Assistant Professor of Administrative Justice
- Assistant Professor of Computer Aided Drafting and Design
- Assistant Professor of Asian American Studies (Asian American/Pacific/Ethnic Studies)
- Assistant Professor of Automotive Technology (2 positions)
- Assistant Professor of African American/Black Studies (Diaspora/Black Atlantic Studies)
- Assistant Professor of Child Development/Family Studies
- Assistant Professor of Communication (Journalism)
- Assistant Professor of Culinary Arts
- Assistant Professor of Economics (2 positions)
- Assistant Professor of Exercise Science (Health)
- Assistant Professor of Exercise Science (Yoga)
- Assistant Professor of History (Native American History/Native American Studies/Ethnic Studies)
- Assistant Professor of Mexican American Studies (Chicano/Chicana Studies)
- Assistant Professor of Nursing-Certified Nursing Assistant
- Assistant Professor of Paralegal
- Assistant Professor of Psychology

Letter of Intent

- Focus: Why you are the perfect job applicant for THIS job
 - Be specific to the job announcement and description
 - Not a generic letter used for several applications
- Address “desired” qualifications
- PASSION for teaching and students
- List ties to the local community and college if applicable

Resume or CV

It can be lengthy!

- Teaching or Educational Support Services
- Use of technology experience in online teaching/services
- Committee work
- Curriculum
- Union work
- Include non-college work experience but link to an educational setting
- Publications
- Presentations
- Membership/work in professional organizations - college or non college related (e.g. CalCPA, Association of Librarians at Community Colleges or similar)
- Volunteer work

References

- Current connections with references
 - Let them know you are applying
 - Share your resume with highlights of your qualifications
- Letters of reference
 - Recent and dated
 - Specific to you and the position
- Be creative, consider including reference writers “out of the box”
 - Especially in CTE

Interview Preparation

- Preparing - do your research about the college and department!
 - Check out website, Academic Senate minutes etc.).
 - Check out department website, schedule listings, curriculum, program review etc.).
- Sample Questions
 - What is it in your background...
 - Situational problem (i.e. disruptive student)
 - Equity or diversity
 - Do you have any questions for us?
 - Pre-write answers for questions that you anticipate.
- If you get questions ahead of time
 - Print them out and make extensive notes
- Dress appropriately

Interview - First Level

Can you do the job?

- Manage your time
- Style
 - Approachable
 - Knowledgeable
 - Use specific examples include equity
 - Authentic and personal
 - While this is set up as a Q&A, try to incorporate conversational elements
- The insider pitfalls
 - Answer all the questions thoroughly
 - Don't assume the committee knows your experience or what you have done

Sample Interview Questions

1. Tell us how your education, training and experiences have prepared you to become an assistant professor of XXX at xxx.
2. Describe how you employ technology in the classroom or counseling center. Using an example, explain the impact of technology on improving student learning outcomes.
3. How do you use assessment in your courses? Explain how the results modified your approach to teaching?

Sample Interview Questions

4. Outline three ways that you have infused a course with pertinent cultural information. Include your rationale, the materials and resources you used, and the impact on students.

5. Please explain your definition of student success. Share teaching strategies you have used or will use to promote student success in the classroom, library or counseling environment.

6. 10 Minute Teaching/Presentation Demo: (Instructions for it would be sent to you before the interview, included here, and located on the question sheet in front of the candidate)

Sample Interview Questions

7. What specific strategies do you use to create an inclusive environment in your classroom and to communicate a value for diversity? Which have been the most successful and why?
8. How have you addressed plagiarism and/or cheating in your teaching? Explain what you do if you catch a student cheating.
9. Becoming a full-time tenure track professor requires much work outside the classroom or counseling office, how do you envision contributing to your department, the college, and the District?
10. We've come to the end of the interview. Is there anything you'd like to add or questions you have for the committee?

Talking about Diversity, Equity, Inclusion, Ableism

- Writing prompt and interview question
- Prepare for equity questions in the interview.
- Integrate “diversity, equity, inclusion, and ableism” into other questions, not only an equity question itself.
 - Include a specific example of how you incorporate culturally responsive teaching in your curriculum.
- What is a good answer? Do’s and Don’ts
 - What to include and not to include
 - Research example answers but do not use other people’s stories or samples
- Always make it personable, tie a personal story to it. Don’t make things up.

Teaching Demo

- Time to shine! TEACH, don't just talk about how you will teach
 - Deep knowledge and skill
- Stick to the instructions
 - Clear objectives - sample of material depending on time (don't try to teach the whole semester - or chapter - in 12 minutes)
 - Briefly explain where the lesson falls in the semester - review and what's next
 - Mind the time limit
- Have Handouts, board markers, chalk whatever you need. Don't assume it is there.
- Have a technology back up plan
- Rehearse your teaching demo in front of colleagues, friends or family

Teaching Demo - The “Students”

- Treat the committee as students
 - Students may be present
 - CONNECT with the students (real or pretend)
 - Make eye contact
 - Greet student upon entering the classroom (“Good morning, students, it’s so great that you are here, thank you.”)
 - Make it personable
 - Refer to the students by name (if you know them)
 - The demo must be interactive
 - Have time for questions

Interview - Second Level

Are you a good fit for the district?

- Ask who will be on this second level interview
 - Often more administrators
 - Prepare your answers for their level at the institution
- Important to make it clear that you are the one for THIS district
 - research i.e. Board Meetings, Newspaper articles, Senate Meetings, talk to someone you know there (if applicable)
 - In answers make it clear that you have done the research
- Connection to community, four-year colleges, industry
- The questions will be about more than teaching or your discipline
- What to wear - look sharp!

Virtual Interview - Zoom concerns

- Stable internet
- Back-up plan - call in by phone
- Keep personal distractions and background noise to a minimum
- Turn off phones and notifications that might disrupt the call
- Mute when not talking
- Use a Zoom background or be in a location that does not have a distracting live background
- Add position to Zoom name (click on the three dots)
- Use natural camera angle and lighting
- Test your Zoom and technology ahead of time

FACCC

As the statewide **professional membership association** for the California Community Colleges, FACCC receives its **strength through the power of the faculty who join**. FACCC has provided focused representation for community college faculty to **promote funding, academic freedom, and retirement benefits** for nearly 70 years. Over 9,000 community college faculty have joined FACCC to **increase their political voice** in State Government.

Join our advocates list-serve by sending email to:

FACCCadvocates+subscribe@googlegroups.com

You will receive an automatic email, follow link, click join



Wendy Brill-Wynkoop

FACCC President

brillwynkoop@gmail.com

Email Address

info@faccc.org

Website

www.faccc.org