



INTERNAL POSITION ANNOUNCEMENT

The Office of Employment and Outreach Services invites
Letters of Interest from ACC Instructional Faculty and Adjuncts

Area of Study (AoS) Instructional Faculty Coordinator

Education

Job Description: https://eapps.austincc.edu/ehire/jobdesc/public_jobDesc.php?titleid=250670

How To Apply: E-mail a “Letter of Interest” to include detailed information about program/project coordination experience. Resumes and vitaes are accepted (*not required*) with Letters of Interest. Please do not apply via the e-Hire online application system.

Deadline: E-mail Letters of Interest by 5:00 p.m. on **Friday, December 14th, 2018** to:
Jennifer Uptmore at juptmore@austincc.edu in Human Resources.
Please Use: AOS – Education
as your email subject line.

Interested Faculty may also deliver or submit their “Letter of Interest” *via*
U.S. mail by the deadline stated above to:

**Highland Business Center
HR Employment 6th floor, room 607
5930 Middle Fiskville Road
Austin, TX 78752**

Eligibility: Current ACC Full-Time and Adjunct Faculty whose education is in accordance with SACSCOC accreditation and Accreditation Commission for Education as required for the programs in the Education Area of Study. For a list of programs in the Area of Study, visit <http://sites.austincc.edu/guidedpathways/> and click on Area of Study Report.

Position Information: If a full-time faculty member is appointed, he/she will receive release time of 6 LEH each fall and spring semester. For the summer semester, he/she will receive release time of 3-6 LEH depending upon the size of the Area of Study based upon student enrollments.

If an adjunct faculty member is chosen for a faculty coordinator role, his/her pay will be based on 6 LEH in the Fall and Spring semesters with the expectation that they will work 12 hours per week. Their pay in the summer will be based on 3 LEH and they will work 6 hours per week. The minimum will be \$1500 per LEH or $15 \text{ LEH} \times \$1500 = \$22,500$. If experience places an adjunct faculty member at a higher level, that level will be matched.

This position in combination with teaching loads of at least 4 LEH per semester will lead to partial benefits; teaching 9 LEH per semester, in addition to the coordinator position, will provide full benefits.

Appointments will be made for one year but will be renewable based upon "good performance" as determined by the supervising dean. The selection and supervision of the faculty coordinators will be the responsibility of a designated Instructional Dean.

Additional Information: Shortly after the December 14th deadline, HR Employment will release Letters of Interest for review by instructional deans. HR Employment will notify all applicants when a selection is made. Questions may be addressed to Jennifer Uptmore, Employment Specialist I @ juptmore@austincc.edu. Questions may also be addressed to Giao Phan, Dean of Public and Social Services at gphan@austincc.edu.

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