

Office of the Vice President/
Assistant Superintendent

TO: REGULAR FULL TIME FACULTY

FROM: Mary Kay Rudolph, Vice President of Academic Affairs

RE: FACULTY OPPORTUNITY - Steering Committee Chair for the 2015 Accreditation Self-Study

It is time to select a full time SRJC faculty member to serve as the chair of the college's Accreditation Steering Committee. The Steering Committee will direct the development of the institution's self-evaluation, monitoring the work of numerous sub-committees assigned to respond to each of four accreditation standards. An accreditation team appointed by the Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges (ACCJC/WASC) will visit the college in the spring of 2015 to validate the self-evaluation (formerly called Self Study).

The faculty member selected as chair will receive reassigned time as follows:

Fall 2013 - 20%

Spring 2014 - 50%

Summer 2014 - 20%

Fall 2014 - 50%

Spring 2015 - 10%

As the accreditation liaison officer, I will provide support and assistance to the chair.

I believe the accreditation process is a wonderful opportunity to evaluate ourselves and make meaningful improvements in our institution. The steering committee chair is key to a successful process and plays a critical role in recruiting members for the various standard committees. The Steering Committee Chair provides leadership in organizing the process and in determining the final edited version of the self-evaluation report. The chair should command respect from the college community and possess organizational skills, communication skills and integrity. Prior experience with the accreditation process or a similar process might be useful, but it is not required. (*On the job training will be provided*)

Interested faculty should submit a letter of application addressed to my office by September 28, 2012. A committee (see below) will review the applications, interview final candidates, and make a final selection shortly thereafter.

Selection Committee

- Dr. Frank Chong, Superintendent/President
- Robin Fautley, Academic Senate President
- Gary Allen, Steering Committee Chair, 2009 Self Study

- Mary Kay Rudolph, VPAA/Accreditation Liaison Officer (ALO)