IMPERIAL VALLEY COLLEGE

HUMAN RESOURCES OFFICE
P.O. Box 158 Imperial, CA 92251
(760) 355-6212 Fax (760) 355-6211

CAREER OPPORTUNITY
Full-Time Faculty – Speech

POSITION AVAILABLE: Full-Time Faculty – Speech, in the Arts, Letters, & Learning Services Division for a growing community college located in Imperial County, California, an agricultural area in the southern California desert. This position is a full-time, tenure track, ten-month contract assignment of 177 annual service days, which may include teaching day, evening and weekend classes.

STARTING DATE: January 21, 2014

MINIMUM QUALIFICATIONS:

1. Must meet one of the following qualifications under (a) through (d) and (2)

   (a) Possess a valid Lifetime California Community College Credential that permits full-time service as an Instructor of Speech Communication;

   -or-

   (b) Possess a Master's degree, from an accredited institution, in speech, speech broadcasting, telecommunications, rhetoric, communication, communication studies, speech communication, or organizational communication;

   -or-

   (c) Possess a Bachelor's degree in any of the above **AND** a Master's in drama/theater arts, mass communication, or English;

   -or-

   (d) Possess a combination of education and experience that is at least equivalent to the above. (Applicants requesting equivalency must complete form provided in this application packet and provide supporting documentation).

   -and-

2. Demonstrate sensitivity to and ability to work with diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students, including those with disabilities. (AB 1725, 87360a).

REPRESENTATIVE DUTIES:

1. Provide instruction in Speech in accordance with approved Imperial Valley College curriculum and established course outlines.

2. Participate in curriculum development, the evaluation and revision of courses, course materials, instructional methods, self-study, program review and master plan.

3. Serve on departmental/college committees as outlined in the on-going CTA Agreement.

4. Participate in the writing and assessment of course-level and program level student learning outcomes.

5. Advise students on academic matters.

6. Maintain required student attendance, scholastic records, and course required documents; submit in each semester in accordance with published deadlines.

7. Prepare and grade class assignments and examinations.

8. Provide outreach and articulation services to other educational organizations.

9. Post and maintain regular office hours in accordance with prevailing policy.

10. Maintain competency in field.

11. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (AB 1725, 87360a).

COMPENSATION: Starting salary range from $44,836 to $67,818 (doctoral stipend available), depending upon education and experience. 177 annual service days, fringe benefits package includes employer-employee paid medical, dental, life, vision, prescription. Academic employees are covered under STRS (State Teacher's Retirement System).

PRIORITY FILING DEADLINE: October 18, 2013 by 5:00 p.m. (Open Until Filled)

It is the candidate's responsibility to be sure that all required materials reach Human Resources by the priority filing deadline to be given priority consideration for the position.

1. A completed Imperial Valley College Application Form.
2. Written responses to the Supplemental Questions.
3. A Professional Resume.
4. Request for Equivalency, if applicable.
   (If you do not possess the minimum qualifications exactly as stated above, you must file for equivalency. If claiming equivalency, applicants are responsible for documenting all course work, degree programs and related professional experience at the time of application.
5. Copies of transcripts indicating degree(s) earned and course work taken, and a copy of a California Community College Credential, if credentialed.
6. Three current letters of recommendation from persons having first-hand knowledge of the applicant's qualifications.

PLEASE ONLY SUBMIT MATERIALS REQUESTED (in loose-leaf form - no folder or binding).

All documents included in your application file become the property of the College and will not be returned. Your application file for this position will not be considered for future openings and new documents must be submitted for each opening.

APPLICATION PROCEDURES: Application packets may be obtained by contacting the Imperial Valley College Human Resources Office as follows:

Download: http://www.imperial.edu/jobs
By Mail: Imperial Valley College
Human Resources Office
P.O. Box 158
Imperial, CA 92251

Special Accommodations: If you are in need of special services or facilities due to a disability in order to apply or interview for this position, please contact the Human Resources Office.

SCREENING/INTERVIEWING PROCEDURES: A screening/interviewing committee will screen **complete application packets** and select applicants for interview. Interviews will be conducted at the Imperial Valley College campus in Imperial, CA. (Travel arrangements are at the applicant's expense). The Committee will recommend a slate of final candidates to the Superintendent/President, who may conduct a second interview. The Superintendent/President will submit the final candidate and recommend appointment to the Board of Trustees.

Interviewees will be required to present a teaching demonstration of 15 to 20 minutes duration on a topic to be announced at time of interview.

An offer of employment will be given contingent upon:

a) Successful completion of a medical examination based upon physical requirements of the job (includes a TB and drug and alcohol screen). Costs associated with the medical examination will be paid by the District.
b) Verification of eligibility to work in the United States.
c) Fingerprint Clearance (DOJ/FBI).
d) Verification of references/work history.
e) Receipt of official transcripts.
f) Approval by the Board of Trustees.

NOTES:

1. The provisions of this announcement do not constitute an expressed or implied contract, and any provisions may be modified or revoked without notice.
2. The College reserves the right to re-advertise the position or to delay indefinitely the employment of a person for the position, if there is any change to district funding" or if it is deemed that the applicants for the position do not represent an adequate and diverse applicant pool.
3. All application materials become the property of Imperial Valley College and will not be returned or applied to any other position.
4. Official transcripts of college work will be required prior to employment.
5. The College reserves the right to contact past employers of any candidate.
6. Imperial Community College District is committed to achieving staff diversity through affirmative action.

AN EQUAL OPPORTUNITY EMPLOYER

IMPERIAL COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES

Dear Applicant:
The following checklist is provided for your assistance in ensuring your application packet is complete; incomplete applications cannot be forwarded to our screening committee. The following documents are required and **must be received by application deadline:**

_____ Completed Application signed by Applicant

_____ Completed Supplemental Questions (on separate sheet of paper)

_____ Complete & Current Resume

_____ Unofficial transcripts of all educational accomplishments
Note: Foreign transcripts and degrees must include an evaluation by a United States clearing House

_____ Three (3) letters of recommendation

_____ EEO Form (optional)

Please verify that your application is complete by checking each applicable item. Please sign and date the checklist and return it with your application. Thank you for your interest in Imperial Community College District/Imperial Valley College.

Signature:_____ Date:_____

IMPERIAL COMMUNITY COLLEGE DISTRICT

Serving Imperial County, California

380 East Aten Road Bldg. # 2400
P.O. Box 158, Imperial, CA 92251
Imperial, CA 92251

Telephone (760) 355-6212
Facsimile (760) 355-6211
http://www.imperial.edu

APPLICATION FOR FACULTY POSITION

INSTRUCTIONS: The information you enter on this form will be used to determine your eligibility for employment with the Imperial Community College District. Be sure that you complete the form fully and accurately. Please print legibly. Incomplete applications will not be considered. The statement **"See Resume"** is not an acceptable response, since initial screening and qualifying will be based upon the information in this application form.

Part I - RECRUITMENT INFORMATION

POSITION: (List exactly as it appears on job announcement) _____

FULL TIME ☐ PART TIME ☐ TEMPORARY ☐
CREDIT ☐ NON-CREDIT ☐

I found out about this position from a/an:

1. ☐ Walk-in/IVC Human Resources Office
2. ☐ IVC website
3. ☐ Advertisement (Please specify :_____)
4. ☐ Government employment agency (EDD, etc.)
5. ☐ Current IVC employee
6. ☐ Friend, relative, associates
7. ☐ Special recruitment effort by the District
8. ☐ Other: _____

Part II - APPLICANT INFORMATION

Name:_____
Last First Middle

Address:_____
Street City State Zip Code

Contact Telephone Number: ( ) _____E-Mail: _____

Other names you have used in employment/education: _____

Date you are available for work: _____

Please indicate any hours, shifts, or days which you are not available to work: _____

Do you have any friends or relatives working for Imperial Community College District? Yes☐ No☐
If yes, state name(s) and relationship:

_____ _____
Name Relationship

_____ _____
Name Relationship

Can you legally work in the United States? Yes☐ No☐
(Proof of citizenship or immigration status will be required upon employment.)

Part III – EDUCATION

	SCHOOL NAME/LOCATION	DEGREE (Please circle one)		MAJOR/MINOR
DOCTORATE	_____	YES	NO	_____
MASTER'S DEGREE	_____	YES	NO	_____
BACHELOR'S DEGREE	_____	YES	NO	_____
ASSOCIATE'S DEGREE	_____	YES	NO	_____

OTHERSTUDY_____

Number of semester units of upper division or graduate training beyond Master's Degree:_____

Number of semester units of upper division or graduate training beyond Bachelor's Degree: _____

(Attach unofficial transcripts and copies of diplomas. If employed on the basis of this application, official transcripts to verify educational preparation will be required.)

NOTE: Foreign transcripts and degrees must include an evaluation by a United States clearing house.

LIST ACTIVE CALIFORNIA CREDENTIALS

_____

_____

_____

Part IV –EXPERIENCE (List most recent position first)

Position Held:	From: Mo/Yr	To: Mo/Yr	Total: Yr/Mo
Employer:	Address:		
Immediate Supervisor:	Telephone Number	☐ Full-time ☐ Part-time	# of Units Taught: _____
Specific Duties/Subjects Taught:			
Reason for leaving: ☐ Voluntary Resignation ☐ Retirement ☐ Layoff ☐ Termination – PLEASE EXPLAIN:_____			

Position Held:	From: Mo/Yr	To: Mo/Yr	Total: Yr/Mo
Employer:	Address:		
Immediate Supervisor:	Telephone Number	☐ Full-time ☐ Part-time	# of Units Taught: _____
Specific Duties/Subjects Taught:			
Reason for leaving: ☐ Voluntary Resignation ☐ Retirement ☐ Layoff ☐ Termination – PLEASE EXPLAIN:_____			

Part IV –EXPERIENCE (Continued)

Position Held:	From: Mo/Yr	To: Mo/Yr	Total: Yr/Mo
Employer:	Address:		
Immediate Supervisor:	Telephone Number	☐ Full-time ☐ Part-time	# of Units Taught: _____
Specific Duties/Subjects Taught:			
Reason for leaving: ☐ Voluntary Resignation ☐ Retirement ☐ Layoff ☐ Termination – PLEASE EXPLAIN:_____			

Position Held:	From: Mo/Yr	To: Mo/Yr	Total: Yr/Mo
Employer:	Address:		
Immediate Supervisor:	Telephone Number	☐ Full-time ☐ Part-time	# of Units Taught: _____
Specific Duties/Subjects Taught:			
Reason for leaving: ☐ Voluntary Resignation ☐ Retirement Layoff ☐ Termination – PLEASE EXPLAIN:_____			

Part V – REFERENCES

CONFIDENTIAL REFERENCES: (If your confidential references are on file with a placement service, please indicate the name and location of the service.)

_____

OTHER REFERENCES: (i.e., Employers and persons who have first-hand knowledge of your training or experience not included in your confidential file. Do not list immediate supervisors.)

	NAME	OFFICIAL POSITION	PRESENT ADDRESS	TELEPHONE NO.
A.				
B.				
C.				
D.				

Part VI – CRIMINAL HISTORY RECORD:

HAVE YOU EVER BEEN CONVICTED OF A CRIME?* ☐ YES ☐ NO

*If yes, please explain in detail on a separate piece of paper and attach to this form. You may exclude convictions that have been expunged, or legally sealed; certain marijuana-related offenses more than two (2) years old; misdemeanor convictions for which probation was completed and the case dismissed; and minor traffic violations. If you are unsure of your disclosure obligation, the District suggests that you seek legal advice.

IMPORTANT: A conviction or the existence of a criminal record may not constitute an automatic bar to employment. The District will consider each case separately based on job requirements. However, failure to disclose constitutes grounds for dismissal.

DISCLAIMER FORM:

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW:

_____ I hereby certify that all statements made in this application are true, and I agree and understand that any misstatement of material facts herein will cause forfeiture on my part of any employment in the service of Imperial Community College District. I further agree to furnish such proof of identification and legal right to work in the United States as may be required. All statements made in this application may be verified, including checks of police records and former employees.

_____ I request, authorize and consent to the release of information to Imperial Community College District, regarding my previous employment and authorize all past employers or agents that they may designate, to respond to oral or written inquires from Imperial Community College District regarding my employment record. I agree to release and discharge Imperial Community College District and all past employers, and their respective officers, agents, and employees, from any and all claims, demands, damages, and all other liability arising out of, or as a result of, any oral or written inquiry or any information provided or released, as a result of any written or oral inquiry by Imperial Community College District.

_____ I agree and understand that if I attempt to directly or indirectly contact members of the Board of Trustees and/or employees of the District with the intent of influencing their employment decision, that I will be disqualified from candidacy for this position.

_____ _____

APPLICANT'S SIGNATURE DATE

IMPERIAL VALLEY COLLEGE
Full-Time Faculty – Speech
Supplemental Questions

Please answer the following questions specifically and completely. These supplemental questions will be used with other application materials to screen applicants for interview. **Failure to submit a specific answer to each of these supplemental questions will result in your disqualification for the position.**

1. Please explain why your experience and academic background make you an excellent candidate for the Speech Instructor position at Imperial Valley College.

2. Describe your experience in speech courses.

3. Please give an example of how you would incorporate advanced technology or multimedia into your classroom lectures.

4. Describe the methods you have used or would use to evaluate the academic progress of students.

5. Describe your experience and strategies for working with students from diverse, ethnic, and cultural backgrounds.

Imperial Valley Community College District
SUPPLEMENTAL QUESTIONNAIRE FOR EQUIVALENCE

POSITION:

APPLICANT:

The information requested below is **required** of all candidates not holding the stated minimum qualifications who are seeking consideration on the basis of equivalence. Candidates making application under the equivalence basis shall submit this supplement as well as all other materials specified. References to resumes and material other than additional sheets required to complete this form will not be acceptable.

The Imperial Valley Community College District has defined equivalence to include:

1. Completion of coursework substantially the same as the degree(s) listed in the job announcement which would be equivalent to the minimum qualifications of a master's degree in disciplines requiring a master's degree or an AA or BA degree for disciplines not requiring a master's degree.
2. Demonstrated "eminence" or recognized achievement or excellence in the field or occupation that can be documented that would equal that achieved by coursework leading to a master's, bachelors or associates degree as appropriate to the job announcement.

If you are requesting equivalence for this announced position, you must provide conclusive evidence such as:

1. Transcripts showing appropriate courses or related degree successfully completed at an accredited college or appropriate foreign institution; and copies of course descriptions from the college catalog if the course names on transcripts are not clear; or
2. Publications or work products that show a command of the subject in question that would equal the appropriate degrees listed in the minimum qualifications for the position in the job announcement. (Letters of Recommendation are not considered evidence.)

Please send copies of transcripts, publications or work productions. The District cannot be responsible for materials submitted. All materials must be received by the closing date.

Please state below the basis of your request for equivalence consideration. Attach additional sheets or materials as specified above. State the basis of your request for equivalence clearly and completely. The committee bases its decision exclusively on information submitted on this form.

Signature of Applicant: **Date:**

SUPPLEMENTAL COURSE LIST

POSITION:
APPLICANT:

In the table below list (most recent first) all **relevant** upper division and graduate course work in which you earned a "satisfactory" grade ("C" or better or equivalent). Complete all columns. Separate courses into three categories: **1) DISCIPLINE(S); 2) RELATED DISCIPLINE(S); 3) OTHER RELEVANT COURSE WORK.** (For example, an applicant for a Geology position would list in 1) all geology courses; list in 2) biology, chemistry, geography, mathematics, physics courses; list in 3) educational philosophy, psychology, methodology; testing courses; ethnic studies; foreign languages, etc.) In column 4, "LEVEL," use "G" for graduate work, and "U" for upper division work. In column 6, "SEM. UNITS," multiply all quarter units by two thirds (2/3) to convert to semester units. Begin each category in the space provided in the table and append additional sheet(s) if necessary.

CAT	COLLEGE (ABBR.)	DEPT & COURSE #	LEVEL G, U	COURSE TITLE	SEM. UNITS	GRADE
1) DISCIPLINE MAJOR						
2) RELATED						
3) OTHER						

IMPERIAL COMMUNITY COLLEGE DISTRICT
EEO Survey

To comply with Federal, State, and District guidelines in equal employment, the Human Resources Office maintains and Equal Employment file, which yields the composition of the applicant pool (by number of minorities, women, veterans and persons with disabilities applying for employment), and recruitment sources. This form is distributed with each district application. Completing and returning the form is done on voluntary basis. The "Equal Opportunity Survey" is confidential and will not be circulated through the selection process.

Name: _____

Position for which you are applying: _____

1. How did you learn of the vacancy? (Please check only one of the following)
   - (a) _____ Walk-in/IVC Human Resources Office
   - (b) _____ Advertisement (Please specify :_____)
   - (c) _____ Special recruitment effort by the District
   - (d) _____ Government employment agency (EDD, etc.)
   - (e) _____ Current IVC employee
   - (f) _____ IVC website
   - (g) _____ Friend, relative, associate
   - (h) _____ Other:_____

2. Please check one block for each of the following questions:

   Male: _____ Female: _____

3. Are you over 40 years of age? Yes:___ No___
4. Are you a person with disability? Yes:___ No___
5. Are you a Vietnam Veteran? Yes:___ No___
6. Ethnic Group Identity

(a) _____ White	All persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian Subcontinent (Not of Hispanic Origin)
(b) _____ Black or African American	All persons having origins in any of the Black African groups (Not of Hispanic Origin)
(c) _____ Hispanic or Latino	All persons of Chicano, Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.
(d) _____ Asian	All persons having origins in any of the original peoples of the Far East, and Southeast Asia. This includes, for example: China, Japan, and Korea.
(e) _____ Native Hawaiian or other Pacific Islander	All persons having origins in Hawaii and the Pacific Islands. This includes, for example: China, Japan, Korea, and the Philippine Islands.
(f) _____ American Indian/ Alaskan-Native	All persons having origins in any of the original peoples of North America.
(g) _____ Two or more races	

Signature:_____ Date:_____

THANK YOU FOR YOUR COOPERATION IN FILLING OUT THIS FORM!

May 2007