

## **Faculty Opportunities Available for Accreditation Lead Writer (5 openings)**

Are you interested in serving as the Lead Writer for a Standard?

The Lead Writer is responsible for writing (at least) one Standard section using the drafts and notes provided by the Standard Team Leads. Faculty will be compensated through stipends or reassign time.

The Lead Writer will be responsible for the activities as described, including:

- Confirming relevant evidence and reviewing documentation with Standard Team Leads
- Drafting and formatting the Standard section(s) per ISER template requirements
- Writing (at least) one Standard section

This position is expected to:

- Attend bi-weekly meetings facilitated by the Accreditation Liaison Officer
- Attend Standard Team Meetings as needed
- Communicate with Standard Team Leads
- Collaborate with ISER Editors

The position would begin in Fall 2022 and run through the end of Spring 2023. Full-time faculty will have the opportunity to choose compensation by stipend or reassign time. Faculty can receive .15 reassign time. Stipends will be compensated at the Schedule G hourly rate and faculty can report up to 120 hours per Standard. Part-time faculty will be compensated by stipends.

### **Ability to:**

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Write clear, concise, accurate, and effective content for external communications.
- Understand the organization and operation of the College and District as necessary to assume assigned responsibilities.
- Adapt to changing objectives and timelines.
- Establish and maintain cooperative and effective working relationships with others.

# ACCREDITATION

- Meet schedules and timelines.

**Desired Skills/Qualifications:**

You must be a part-time faculty with re-employment preference or a full-time faculty member to be considered.

**Selection Process:**

The Lead Writer will be selected by the Vice President, Instruction and Institutional Research and the Accreditation Liaison Officer.

**If you would like to apply, please submit a letter indicating your interest summarizing what writing skills/qualifications you would bring to the position and a resume.**

Letters of interest are due to Kelaiah Harris at [harriskelaiah@fhda.edu](mailto:harriskelaiah@fhda.edu) by June 3, 2022.