

Memorandum of Understanding Faculty Chair of Teaching and Learning

The Lake Tahoe Community College District (“District”) and the Lake Tahoe Community College Faculty Association (“Association”) agree to the following one-year restructuring of the Faculty Chair of Teaching and Learning (FCTL, original MOU on [May 2019](#), and then reset in [August 2022](#)). This MOU will be effective during the 2023-24 academic years and will sunset on June 30, 2024.

Under the guidance and in collaboration with Vice President of Academic Affairs (VPAA) the revisioning will include:

- Two separate options for the FCTL position will be considered by the VPAA and is dependent upon notices of interest from faculty members. The selection process will be established by the VPAA. The position(s) will be limited to full-time, tenured faculty members.
- Option 1
 - The FCTL will have a 50% reassigned time and teach a 50% load.
 - Due to the need to focus primarily and fully on the goals assigned, the FCTL may only accept department lead reassigned units and duties as an overload to this assignment and the individual will not be reassigned any other units, except through mutual agreement with the District and Association.
 - To allow this position to be focused on the role of the FCTL and maintain an instructional load, the position will not qualify for other faculty leadership positions on campus (e.g., Academic Senate, Faculty Association, SLO Coordinator, etc. or any time reassign units are provided) while in the role of the FCTL.
- Option 2
 - The FCTL will be split into two positions (25% reassigned time for the 2 positions), One of the FCTL positions (25% reassigned time) will work with faculty on enhancing their online pedagogy and course structure, the second FCTL position (25% reassigned time) will work with face-to-face faculty on enhancing their face-to-face pedagogy and course structure.
 - Faculty members may take Department lead units and hold other leadership positions (as noted above) on campus while in the role of the FCTL.
- Revised responsibilities include:
 - The FCTL position(s) will be a centralized point of contact for part-time faculty, for onboarding, offboarding, and ongoing support to help develop and ensure the quality of LTCC’s educational offerings.

- Serve as initial point of contact and support for faculty and document the time and reasons for contact to anticipate future needs of this position.
- In collaboration with the VPAA and the Director of Online Learning, the FCTL will collaborate on a plan to develop and implement professional development opportunities for all faculty. This collaboration will involve working with the future grant manager of our recent Faculty/Staff Onboarding and Mentorship Program (EEO grant) as well as the soon to be created Cultural Fluency Teaching Academy.
- In collaboration with the VPAA, develop and implement a clear process, including detailed tasks and a timeline, for onboarding and continued outreach to new and current part-time faculty.
- Take a pro-active and consistent approach to meeting and communicating either individually or collectively with current and new part-time faculty; this could include in-person meetings for local faculty and virtual meetings for faculty teaching at a distance.
- Providing professional development opportunities at a high level of ongoing, interactive support to meet part-time faculty needs and institutional goals as identified in the 2022-2024 Superintendent/President and Board of Trustees Goals #1 and #3.
- Continue to be available to faculty and colleagues on campus or online, and available for meetings and drop-ins, commensurate to the amount of reassigned time during the primary academic terms.
- Support other projects related to teaching and learning as assigned and mutually agreed upon by both parties.