



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
invites applications for the position of:

## **Instructor in Political Science Part-Time Pool**

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**SALARY:** Not Displayed

**OPENING DATE:** 05/25/22

**DESCRIPTION:**

We are accepting applications on an on-going basis for future consideration for part-time instructors in this discipline at any of our three colleges (Oxnard, Moorpark, and Ventura). While there is no current vacancy in this discipline, applications submitted to this pool will be kept on file for the current academic year ( **Summer 2022, Fall 2022, and Spring 2023 semesters**) and may be considered if a vacancy opens within the academic year. If you have applied to previous pools in this discipline, you will need to apply to this pool to continue to be considered.

**WHAT YOU'LL DO**

Under the general direction of a dean, an Instructor (Non-Contract/Temporary) provides comprehensive classroom instruction to students from diverse backgrounds for the purpose of facilitating the attainment of their academic or vocational objectives. In accordance with the provisions of Education Code sections 87482.5, Instructors (Non-Contract/Temporary) may be employed up to 67% of a full-time assignment.

**WHO WE ARE**

Equity, diversity, and inclusion are essential to our culture and the work that we do within the Ventura County Community College District (VCCCD). The VCCCD is a public community college district serving residents throughout Ventura County. The VCCCD's three colleges - Moorpark College, Oxnard College, and Ventura College - offer programs for transfer to four-year colleges and universities; career technical training; basic skills instruction; as well as community service, economic development, and continuing education for cultural growth, life enrichment, and skills improvement. The Ventura County Community College District recognizes that a diverse community of faculty, staff, and administrators promote academic excellence. This creates an inclusive educational and work environment for its students, employees, and the community it serves. With the understanding that a diverse community fosters multi-cultural awareness, promotes mutual understanding and respect, and provides role models for all students, the VCCCD is committed to recruiting and employing a diverse and committed group of faculty, staff, and administrators who are dedicated to the success of all college students.

We encourage candidates who are equity-minded to submit an application for employment. We are designated Hispanic-Serving Institutions committed to racial and socio-economic diversity as it reflects our communities and student populations. We actively seek to attract candidates who share this commitment to equity, diversity, and inclusion.

The Ventura County Community College District ensures that all employees and applicants for positions will have equal opportunity for employment regardless of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, political beliefs, age, gender, religion, transgender, sexual orientation, marital status, veteran status, and/or physical or mental disability.

## COVID-19 VACCINATION REQUIREMENT

[Board Policy 3506 COVID-19 Vaccine Requirement for Employees and Students](#) requires that all students and employees of the Ventura County Community College District, which includes faculty, staff, volunteers, student workers, and administrators, be fully vaccinated against COVID-19. All new employees must be fully vaccinated by the first day of employment. An exemption may be requested by individuals who cannot be vaccinated due to medical and/or religious reasons. Employees who receive an exemption will be required to wear a mask or face covering while on District property and/or facilities and will be required to undergo COVID-19 testing twice weekly. For more information about VCCCD's vaccine requirement, please visit the District's [COVID-19 Information Website](#).

## REPRESENTATIVE DUTIES:

Provide academic instruction to students through lecture, lab, or performance courses; assess and develop cognitive abilities, communication skills, and higher order thinking skills among students through appropriate assignments and activities in one-on-one, classroom, and distance mediated instructional settings. **E**

Advise and instruct students regarding programs of study, other institutions of higher education, lifelong learning resources, and effective study skills; refer students to support services, programs, resources, and other professionals as appropriate. **E**

Observe and evaluate student performance in meeting course objectives and student learning outcomes through assignments, projects, discussions, and examinations; provide feedback in a timely manner to student inquiries in class, online, or during established consultation office hours. **E**

Plan and organize instruction according to approved course outlines and student learning outcomes to maximize student learning in alignment with department, college, and district goals; implement the student performance objectives as listed on the official course outline of record. **E**

Maintain current, accurate records of course enrollment, attendance, student academic progress, course curriculum, and student learning outcomes; prepare and submit data and reports related to course and student progress in a timely manner. **E**

Evaluate and select instructional materials such as textbooks, manuals, software, and tools in collaboration, as appropriate, with discipline faculty; order instructional materials according to campus bookstore procedure to ensure timely delivery. **E**

Revise and update course content and materials of instruction in accordance with new theory, application, and industry developments within the discipline or area of specialization. **E**

Update syllabi; collaborate with discipline faculty on a regular basis to assess and revise measurable student performance indicators for each course. **E**

May participate in curriculum and program development; may provide input into the development of student learning outcomes.

May attend and participate on committees and in department, division, campus, and district meetings.

May participate in articulation and matriculation related activities.

May provide work direction to others.

Perform related duties as assigned.

**E** = Essential Duties

## MINIMUM QUALIFICATIONS:

*Candidates must possess the minimum qualifications for the discipline as approved by the California Community Colleges Board of Governors and defined in the [Minimum Qualifications for Faculty and Administrators in California Community Colleges handbook](#).*

Master's in political science, government, or international relations **OR** Bachelor's in any of the above **AND** Master's in economics, history, public administration, social science, sociology, and any ethnic studies, Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) **OR** the equivalent\*

*All coursework must be from a recognized accredited college or university. If you have completed your education at an institution outside of the United States, please see the section below titled "Foreign Transcripts" for additional information.*

### **\*EQUIVALENCY**

The Ventura County Community College District, in its desire to select outstanding faculty members from the largest possible pool of qualified applicants, recognizes the fact that candidates may attain expertise in a discipline through a variety of means. Certain combinations of education, experience and other accomplishments in the field may be judged by the District as equal to the stated minimum qualifications for this position. Candidates whose transcripts do not list the title of their degree exactly as listed above, but feel they possess such equivalent qualifications are encouraged to complete and submit the [Supplemental Questionnaire for Equivalency \(Download PDF reader\)](#) with their application for review by the Districtwide Equivalency Committee.

#### *Example:*

*Minimum Qualifications state: "Master's degree in agriculture".*

*Candidate's transcripts state: "Master's degree in agricultural science".*

Since the degree on the candidate's transcripts in the example do not EXACTLY MATCH the degree listed in the minimum qualifications section, this candidate MUST complete the [Supplemental Questionnaire for Equivalency](#) in order to be considered ([Download PDF reader](#)). When completing the form, be sure to explain in detail how your qualifications are equivalent to the required minimum qualifications. Do not assume that you do not need to submit a Supplemental Questionnaire for Equivalency because your degree is similar to a degree stated in the minimum qualifications. Degree titles that are not an exact match will not be considered outside of the equivalency process.

The equivalency review is an independent process for district wide disciplines that is separate from the recruitment process to fill a vacancy. A subcommittee of discipline experts that is coordinated by an Academic Senate President will review the equivalency materials and make a recommendation as to whether or not the applicant demonstrated they have qualifications that are equivalent to those shown in the minimum qualifications section of the job posting. For disciplines that are unique to a specific campus the equivalency may be done by the hiring committee along with an Academic Senate President. Please be aware that the hiring committee may not be able to wait for the results from the equivalency review due to various time constraints and may need to move forward with the recruitment process.

*For further details regarding equivalency and the criteria by which equivalency may be granted, please review [VCCCD Board Policy 7211](#) and [VCCCD Administrative Policy 7211](#).*

## SUPPLEMENTAL INFORMATION:

## **SELECTION PROCESS**

If a vacancy in this discipline becomes available at one of the campuses, the applications in this pool will be reviewed by the hiring department. Only complete application packets that include the required documents and that meet the minimum qualifications (or that have been determined to possess equivalent qualifications) will be reviewed. The candidates deemed most qualified for the position will be invited to an interview. When completing the application and the supplemental questions, it is important to outline in detail your education, training (classes, seminars, workshops), and experience. You will be evaluated based upon the information provided.

## **APPLICATION PROCEDURE**

If you need assistance using the online application system please contact the GovernmentJobs.com applicant support line at (855) 524-5627 between the hours of 6 AM to 5 PM, Pacific Time, Monday through Friday.

All applicants, **including previous and current VCCCD employees**, must submit the following documents with their application in order to be considered. Please be aware that the hiring committee will NOT have access to materials kept in District personnel files, such as transcripts, and such materials will not be considered unless they are included in your application packet. **All required documents must be submitted by the applicant.** You may submit a new application once every 24 hours, but it must have all of the attachments as listed below. Failure to submit these materials may result in disqualification. Please note that only the most recent application submitted will be considered.

### **1. A completed Ventura County Community College District/GovernmentJobs.com Employment Application.**

- All sections of the application must be filled out. Resumes are not a substitute for completing the "Work Experience" section of the employment application.

### **2. Cover Letter.**

- The cover letter of must include the following: A) the date, your name, and the position and locations for which you are applying, B) address your sensitivity to and understanding of the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students, and C) provide the screening committee with an understanding of how you will contribute as a fully participating member of the VCCCD community.

### **3. Resume**

### **4. Letters of recommendation**(recommended, not required)

- If you choose to submit letters of recommendation, they should be uploaded with your application materials. We will not accept confidential letters of recommendation.

### **5. Supplemental Questionnaire for Equivalency** (if applicable)

- See the section titled "Equivalency" under the minimum qualifications above.

### **6. Complete official or unofficial college/university transcripts**

- Transcripts must show the degree title and the date the degree was conferred, or the degree will not be considered for the purpose of determining if you meet minimum qualifications. **Copies of diplomas will not be accepted in lieu of transcripts.** If the qualifying degree has yet to be conferred and you expect to have the degree before you begin employment, you must submit transcripts that state the title of the degree you are working toward obtaining and indicate the anticipated completion date in your response to the associated supplemental question provided during the application process. **An official copy of your transcripts will be required upon being hired. Instructors will not be allowed to start working until official transcripts have been received.**

## **FOREIGN TRANSCRIPTS**

If you have completed coursework at a foreign institution that is not recognized as accredited by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, you must include a full evaluation of the foreign transcript with your application materials if you wish

for us to consider the coursework. Visit the [Council for Higher Education Accreditation \(CHEA\)](#) or the [U.S. Department of Education](#) to search for institutions that are recognized as accredited. If you need your transcripts evaluated, please review the [list of agencies approved for foreign transcript evaluation](#). If applicable, an official copy of your foreign transcript evaluation will also be required upon hire.

### **PAY PHILOSOPHY**

Starting salaries for PT Faculty are based on educational achievement and relevant experience. Initial placement is within the starting salary range. Further advancements are based on longevity and educational growth. Please review the [Explanation of Salary Placement for Part-Time Faculty](#) for more information.

### **STARTING SALARY**

Part-time faculty with classroom assignments are paid between **\$1,752** and **\$2,539** per semester per 10% load.

Part-time faculty with non-classroom assignments are paid between **\$2,337** and **\$3,385** per semester per 10% load.

Part-time faculty salaries are governed by the collective bargaining agreement between the Ventura County Federation of College Teachers, AFT, Local 1828, AFL-CIO and the Ventura County Community College District. More information can be found in the [AFT contract](#).

Please be aware that we will require verification of all part-time teaching experience for which you wish to receive credit toward placement on the salary schedule. You will have 30 days to provide verification upon receipt of the offer of employment. Verification must come from the human resources department and state the percentage of full-time-equivalent assignment you worked during the specified time period.

### **ACCOMMODATIONS**

Individuals who are invited to participate in the interview process who require a reasonable accommodation due to a disability, must notify the Ventura County Community College District Human Resources Department in writing at least two business days prior to the interview. Those applicants needing such accommodations should document this request in an email to [HRMail@vcccd.edu](mailto:HRMail@vcccd.edu) and include an explanation as to the type and extent of accommodation needed to participate in the selection process.

For more information about the recruitment process at VCCCD, including responses to Frequently Asked Questions, please visit our [Academic Careers page](#).

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.vcccd.edu>

Position #2022-02499  
INSTRUCTOR IN POLITICAL SCIENCE PART-TIME POOL  
DH

761 East Daily Drive, Suite 200  
Camarillo, CA 93010  
805 652 5500

[hrmail@vcccd.edu](mailto:hrmail@vcccd.edu)

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## **Instructor in Political Science Part-Time Pool Supplemental Questionnaire**

- \* 1. *Board Policy 3506 COVID-19 Vaccine Requirement for Employees and Students* requires that all students and employees of the Ventura County Community College District, which includes faculty, staff, volunteers, student workers, and administrators, be fully vaccinated against COVID-19. All new employees must be fully vaccinated by the first day of employment. An exemption may be requested by individuals who cannot be vaccinated due to medical and/or religious reasons. Employees who receive an exemption will be required to wear a mask or face covering while on District

property and/or facilities and will be required to undergo COVID-19 testing twice weekly.

Are you willing to accept and comply with this condition of employment?

Yes. I am willing to accept and comply with this condition of employment.

No. I am not willing to accept and comply with this condition of employment. I understand that by selecting this option, I will not be eligible for employment with the Ventura County Community College District.

- \* 2. If you do not currently possess a qualifying degree but you are enrolled in a qualifying degree program, please provide the date by which you anticipate such a degree will be conferred or mark N/A if not applicable.

3. What are your areas of specialization within the discipline?

4. Please provide the days and hours you are available to work.

- \* 5. Are you seeking an online position only?

Yes  No

- \* 6. Are you available to teach face-to-face classes on campus?

Yes  No

- \* 7. Are you requesting consideration based on equivalent qualifications?

(If the title of your degree as stated on your transcripts does not EXACTLY match one of the degree titles listed in the minimum qualifications, you must complete the [Supplemental Questionnaire for Equivalency](#).

Please review the Equivalency section of the job bulletin for more information.

No, I am NOT applying for equivalency because I already possess the EXACT minimum qualifications for this discipline as listed in the job posting. I understand that by selecting this response, even if I attach the Supplemental Questionnaire for Equivalency, my application will NOT be reviewed for equivalency.

Yes, I am applying for equivalency AND I have attached my Supplemental Questionnaire for Equivalency with supporting documentation. I understand that if I select this response and neglect to attach the Supplemental Questionnaire for Equivalency my application will NOT be reviewed for equivalency.

- \* 8. Please review your application materials to ensure you have attached all of the required documents (listed below) to your application:

1. Cover Letter

2. Resume

3. Complete official or unofficial transcripts

4. Letters of Recommendation (recommended but not required)

5. Supplemental Questionnaire for Equivalency (if applicable)

6. Foreign Degree Evaluation (if applicable)

I have attached all the documents required. I understand that I will not be able to attach or submit additional documents after I submit my application and I may be disqualified from the process if I am missing any of the required documents.

\* Required Question