Mark Barita: What do you think you will get out of this meeting?

Speaker 2: Well I think for all of us, the ultimate goal is eventually being hired as a full-time faculty. But I'm just here to learn the nuances, the ins and outs, things that I can do better or mistakes I've been making in the past. I'm just looking to be enlightened and continue being encouraged about my opportunities.

Liesel Reinhart: Welcome to the Magic Mountie Podcast. This is a podcast that's dedicated to helping faculty and other college employees as they try and navigate the challenging fabric of serving students, especially at Mt. San Antonio College, but everyone's welcome.

Liesel Reinhart: Hey, it's a very exciting episode of the Magic Mountie Podcast this week. We are live for a cool workshop we're doing for the very first time ever. We're up in the pod loft, and I am here with Mark Barita who's-

Mark Barita: How you doing?

Liesel Reinhart: Hey. Who's joining us as a co-host of the Magic Mountie Podcast this semester. We're super excited. Today's episode is what to expect when you're applying. So we're trying to give them some additional information to demystify the process a little bit. This will actually become multiple podcast episodes that we'll be releasing in the next week or two as we get them edited. We want to make this available to everybody as soon as possible. So for today's episode, it focuses on the application, the paper application process, using the online system, and all of those things. And who's going to be presenting this today?

Mark Barita: We have multiple presenters, but the first one we're going to be looking at today is Ryan Wilson. He's an expert in the very important details that applicants must pay attention to as they go through the process.

Liesel Reinhart: Yeah, and we'll have some questions and answers from some of the adjunct faculty along the way. And resources from this including the PowerPoint, and some other resources, are available in our show notes and on our show website. So we hope you enjoy this one.

Speaker 3: This is an opportunity to get some insight on some of the expectations that we should be ready for when we apply for a full-time position at a community college. So there's some prototypes that we should be mindful of and how to best prepare our portfolios.

Christina Barsi: And what are you hoping to get out of today's session?

Speaker 7: Just to learn what I need to do in order to make myself more marketable for a full-time position.

Speaker 8: I'm applying for a position here at the campus. I've worked part-time, been here for about 12 years off and on. And it's just the right time, and I just want to get the extra edge to help me get the position, so I'm looking forward to that ... I have a full-time job so I'm at a point where I'm hoping to transition to teaching full-time. I work at a consulting firm, actually I'm part owner in the firm, so I've been doing a lot of biology work field-wise for a long time and now I want to fully bring it into the classroom.

Speaker 9: As a new educator I certainly want to learn about the requirements to become a full-time professor, at Mt. SAC specifically. But most of all I'm just continuously learning about new methodologies of teaching, and I look forward to learning from all of the participants as well as the facilitators.

Liesel Reinhart: Good morning everyone! Hi! [crosstalk 00:03:17] Hope you're all doing well this morning. We thought maybe 20 people would show up, so this is exciting. Welcome. We also have some of our job brochures for the, I think more than 40 positions, full-time positions that Mt. SAC will be hiring. Sometimes that number goes up. There can be late-breaking positions, as you'll hear. But that's quite a big hiring year for us, so we're really excited. And a couple of full-time faculty members had an idea that this might be a good idea to share some information with you, and we're looking for full-time faculty members that are going to join us and have ideas like that for the future. So that's one of the things that full-time faculty do here at community colleges.

Liesel Reinhart: We've got several different speakers who'll be joining you. I'll be sort of your hostess throughout the day. I'm Liesel Reinhart. I've been here 22 years. I am the faculty professional development coordinator and a professor in the communication department. And I've been on a lot of hiring committees over the years. In fact, I've hired faculty in seven different disciplines across the college. I've been even on a presidential hiring committee here at the college. So I've been here over the years and have some experience I could share with you today about this process.

Liesel Reinhart: I used to run this workshop in my department when I was department chair. One year when we ran it we had a couple of positions, and I think I had 11 people show up, and two years later more than half of them had gotten full-time jobs.

Liesel Reinhart: It's an intentional process that you can really go into when you want a full-time job. It may be that this year it happens for you, but if not, if you're persistent and if you follow the right steps, it really can pay off in a year or two. And the one thing I will say is these are jobs that may not exist in a few years. They're very special jobs.

Liesel Reinhart: To be a full-time faculty member at a community college where you're paid full-time, given benefits, a nice office, and get to teach is a really unique thing. And as you know, as many of you-how many here are teaching part-time right now at a community college? Yeah. You know that we rely a lot on you to do this work and there are a lot of people who would like us to rely even more on adjunct faculty to do it. And so full-time faculty positions are something that we fight for as an institution to make sure we have. But they are expensive, and I think they will be increasingly rare. So this is a good time to get in the door. This is a big hiring year across the state of California. You've probably already noticed that. So this year and next year are really years to optimize these opportunities.

Liesel Reinhart: Before we get into some of our other speakers, other than the one HR rep who's here to talk with you about the hiring process, a lot of what you'll hear today are opinions from other faculty at the college. We are not telling you that if you do these things you will get a job. We are not officially giving you positions, the college position, on any number of things. So I will just trust that you understand that, that we are sharing our insights and experiences with you in the hope that it will be advantageous to you. Please don't call back later and say "Hey, they said to wear a purple hat, I wore a purple hat. I didn't get the job." Right? Use your judgment. The purple hat idea, you gotta be able to filter those out.

Liesel Reinhart: Also, I wanted to just ask you a question that I wish someone had asked me before I started this process many years ago, is just, really do you understand what the job is? Do you know what a full-time faculty member's roles and responsibilities are? I was pretty green when I got into the community college system. I'd been a part-timer for a few years, but I had not been very involved in the campus. I had some ideas, probably largely gleaned from procedural television shows about teachers, but I learned a lot more after I got the position. But I know many of you probably know more than I did, so why don't you share out with the room. Does anybody have an idea of what a full-time faculty member's responsibilities are?

Audience: Being on committees?

Liesel Reinhart: Being on committees. What kind of committees?

Audience: Curriculum development?

Liesel Reinhart: Curriculum. Yes, that's a huge faculty responsibility, that's something we're really supposed to be responsible for, so that can occur at the department level, at the campus level. Alright, what else?

Audience: Department meetings?

Liesel Reinhart: Yeah, department meetings, so planning with your colleagues, and that can include planning curriculum, but you do other things with your department members. Why else would you need to meet with your department members?

Audience: SLO's.

Liesel Reinhart: Yes, SLOs assessment. So how do we know if students are learning? So obviously as instructors we're responsible for that in our classroom, but as full-time faculty, the more involved we get in the campus, the more we're expected to do that at higher levels. So at the department level, at the division level, and at the college wide level. We need to know if students earning degrees are meeting outcomes. And so you become more responsible for those kinds of levels of outcomes and outcome assessment and reporting.

Liesel Reinhart: What else do you meet with your department about, or other responsibilities?

Audience: Peer evaluations.

Liesel Reinhart: Peer evaluations. Boy, this is the weirdest thing about being a full-time faculty member, right, you suddenly become someone who's evaluating other faculty. It's really important though. This is to me the part that elevates us to being a profession, right alongside physicians. We have certain things- I'm sure your doctor does things that your doctor isn't always excited about doing, and the same thing is true of us. As people who are in the profession of education as a full-time faculty member, we go and watch our peers teach. We watch adjunct faculty teach, we watch our full-time faculty teach, sometimes we watch a faculty member teach who's been here ten years longer than we have. And we give them honest feedback. And we participate in an evaluation process. It's meant to be very supportive. It's all structured and governed by our contract, but it is a really important part of what we do. It's how we learn, from watching our colleagues, but also how we grow by giving honest, constructive feedback to one another. That's a really important part of the job.

Liesel Reinhart: Anything else?

Audience: Hiring.

Liesel Reinhart: Yes, hiring. So serving on hiring committees, everything from hiring other adjunct faculty, to other full-time faculty, or other positions throughout the college, including serving on management hiring committees.

Liesel Reinhart: Can you think of other things?

Audience: Fulfilling required office hours.

Liesel Reinhart: Yes, office hours. So you may have had a tiny- a bit of compensation for office hours. Now it will be a bigger part of your job to be available to students, and that can also mean being more available to students in other ways too. So in addition to being in your office, going to events that your department hosts so that students can see you outside of the classroom. Getting involved in the fabric of the campus community. So finding one or two things that are really you. Maybe you're going to be involved because you really love athletics, or maybe you're gonna go see music programs. Maybe you wanna be a club advisor. But finding ways to use some of your time to spend it in direct contact with students, doing what we do here at the college, and showing them that faculty are engaged in those parts of our community.

Liesel Reinhart: We also have people who take students to conferences, host conferences on campus. We have an active undergraduate research program on campus, and I find that some of our newer faculty who've more recently been in graduate programs are the ones who are the most excited about working with students on research. So that's a really big initiative. We actually are a part of two or three undergraduate research conferences that we take students to, and so that's a great thing to get involved in.

Liesel Reinhart: Any few others?

Audience: Clubs.

Liesel Reinhart: Clubs, absolutely. Club advisors, I always think that's a really great way, for especially for newer faculty to get involved. We always have clubs, they must have a faculty advisor. Sometimes there's a group of students and they cannot find an advisor who will meet with them, so they can't get a room and meet unless there's a faculty member there. So looking over and browsing the clubs in the student life office will give you an idea of those opportunities.

Liesel Reinhart: Well I want to get into the good stuff here pretty soon, so teaching a full load is one of the ones we mentioned on here. It's usually four to five courses per term, and throughout the day we will be noting that counselors and librarians have different kinds of responsibilities in many cases and instances. We call them "service to the college hours". It's typically for a full-time faculty member, six hours a week of your responsibilities that you would spend doing things other than teaching, office hours, kinds of responsibilities. So that includes all of the things we were just talking about. Attendance at department meetings.

Liesel Reinhart: We also have inservice or flex days for professional development. You're already doing some today. We get together and we talk to one another about everything, from how to teach better, to be better to one another, better at sustainability as a campus. All sorts of different topics. Curriculum Review, program review, guided pathways, we have a lunch panel where we'll dive into these topics. These are huge areas where you will be asked questions if you make it to the interview process, and we want to prepare you for those. Shared governance participation, some of that is committees, but it also can include senate. So getting involved there. Peer evaluations, campus wide involvement, and other responsibilities.

Liesel Reinhart: You know, one of the coolest things full-time faculty do is invent things. You know, several years ago someone said "Hey, we have a patch of land over there. Why don't we make a little wilderness area and we can use that for some of our natural sciences instruction." That became a thing. Right, that's a faculty member that says "let's do this". Right, so often, faculty members have ideas for things. Julie, who will be joining you in a little bit, was part of the start of our speech and sign success center. A success center for speech students and sign language and interpreting students because we realized they both need some of the same technology to video tape and watch themselves. So we put those two together and opened a center that no one had ever done before. Again, faculty.

Liesel Reinhart: So the other responsibilities are the things that I think create the special sauce of a college, and there's a lot of it here at Mt. SAC. So it's the ability to see something, to realize what students might need, and then to figure out through the channels of the college how to make that happen. That's ultimately the real special thing that full-time faculty do here, and how they leave their mark, and make the college better than they found it. So I hope many of you will be joining us in that pursuit.

Liesel Reinhart: So to get things started on a practical level though, let's talk about the application process. This is actually a really important step, and I've seen great candidates who I thought we would probably be interviewing, not even show up on my desk because they didn't make it through paper screen, through HR. So if you don't do the application right, we'll never see your application. So here to talk with you about how to make it through that important process, is Ryan Wilson. Ryan is a manager in our human resources department, and he's gonna tell you a little bit about that, and show you the college application. So here's Ryan.

Ryan Wilson: Thank you Liesel, appreciate it. I'm really excited to be here today. This is a unique opportunity for me. I am a person who does a lot of training for our campus, for our hiring committees, for compliance and things like that. So it's fun to get to come in front of a group of folks who are interested in applying to full-time jobs on our campus. Hopefully you all have gone through an application process here if you're currently a Mt. SAC employee. If it's been awhile there may be some new things that you haven't seen. And some of you may have not gone through the online process in the past if you're applying via paper packet, something like that. Really important to pay attention to the initial screening date, okay. If you completely submit your application, fully, by the initial screening date, you're guaranteed review by HR for minimal qualifications. If you submit it after the initial screening date, it's okay, we'll still accept the application, but it may not be reviewed by HR, okay. And that's just dependent on how that recruitment's going. So it's really important that you have all your materials collected so that you can put them into the application and you can submit it by that initial screening date for consideration.

Ryan Wilson: Some of the positions are gonna require letters of recommendation. They may vary the number of letters of recommendation that you need by position, depending on what that particular committee is looking at. They may require certain documents. So for example, if we're recruiting for maybe an arts position, that committee may ask for some sort of portfolio of work, right. So it's very discipline specific. So make sure you're aware, and you're reading through all the different criteria we're asking for for that particular position, because if you're missing something from your application, your application's gonna be considered incomplete, and we don't move incomplete applications on in the process, okay. And that's something that HR's screening for, so it may never even get to the screening committee if you're submitting an incomplete application.

Ryan Wilson: Make sure you're aware of, obviously, the major duties and responsibilities. Read through the minimum qualifications. Make sure that you have the minimum qualifications before you submit your application. If you don't, it'll be screened out. That is something HR does, we screen for minimum qualifications. And minimum qualifications are set by the state. So we don't have a lot of wiggle room on what minimum qualifications are. And so it's important that you're aware of that. If you're curious what minimum qualifications are for different disciplines, you can go to the chancellor's office website, and we have a link here in one of the later slides that you can look at, and you can check to see what those minimum qualifications are.

Liesel Reinhart: How do I prove that I have a master's degree in History, Ryan?

Ryan Wilson: So you're gonna need to submit transcripts, okay. You don't have to submit official transcripts. We know that there could be some lag time in contacting the place where you went to school to get those transcripts, and we want to give you ever opportunity to make sure you're meeting that initial screening date. So if you wanna pull those transcripts off of whatever online system that the university you went to has and send those in, you can do that. But know that you will at some point in time need to submit official transcripts. So incomplete applications are if there's any piece of the application that's required that's missing, and you submit it, then it will be considered incomplete.

Ryan Wilson: So if, for example, there's questions that we want you to ask in the application, or answer in the application, and you don't answer them, it would be considered incomplete.

Liesel Reinhart: I've seen people upload, they're supposed to do three letters of recommendation, but they accidentally click on one of them twice. So we get the same letter twice and another one, that's an incomplete application. So make sure you name them different things when you upload them, to make sure- you can upload extras by the way if you're not sure. They won't necessarily get reviewed, but you can cover your bases if you're concerned.

Ryan Wilson: Don't have people who are serving on the hiring committee write your letter of recommendation. That's what we're telling our hiring committee folks, okay. We also understand that for some of you, there may not be a more current letter of rec, right, because you've been here for awhile, you've put a lot of work in here, you have a lot of good connections at Mt. SAC. We understand that, so we're not eliminating it altogether, we're not saying no absolutely, but we're recommending that committee members not.

Ryan Wilson: I wanted to touch on one section of the job posting, the preferred qualifications. Pay close attention to this. The committee develops criteria by which they evaluate the application, and they almost always have criteria based on these preferred qualifications. So as you're putting together your materials for your applications, make sure you're addressing those preferred qualifications in the work that you've done in the past, your education, and those types of things.

Ryan Wilson: So in addition to Mt. SAC, there is a number of other places that you can look for jobs as well. The CCC registry is the California Community Colleges Repository for all job postings in the state. So if you're looking at other community colleges as well, take a look there. Right now, last I looked a few days ago, there are over 1,800 postings there, so there's quite a few jobs out there. Hire Ed jobs and ChronicleVitae or Vitae, depending on how you pronounce that last piece of the word, also has postings. Hire Ed jobs had over 25,000 jobs, not faculty specific, but had over 25,000 jobs posted the other day. Chronicle had over 11,000. And Hire Ed had 800 plus faculty related jobs in California. Chronicle had 345. So just to give you an idea, there's other places.

Liesel Reinhart: Thank you. Let's thank Ryan for coming in today.

Ryan Wilson: Thank you all. Great questions and enjoy the rest of the morning.

Speaker 12: I realize there is a lot of work to do. I tried to apply for full-time, but I never been brought into the interview step, and I realize that there is a lot of work that I need to do to prepare for the job application.

Speaker 12: This is amazing, and this is the first time that I attend such kind of workshop. Not every college offer this opportunity for adjunct, which is great.

Speaker 13: Trying to get hired there's this whole process behind the scenes, and it's kind of like this black box where you do your best but you don't know sort of what's happening behind the scenes. So this is wonderful because it allows you to see the mechanics of it, what they're looking for, do's and don'ts, so I'm sort of seeing all the recommendations and ticking off all the things I've done wrong previously. And this is really helpful because I can go and sort of tweak all of those elements that could be improved upon. So yeah, it's very empowering.

Liesel Reinhart: Hey, thanks so much for joining us for the Magic Mountie Podcast. We love your likes, we love your shares, and we love your comments. So please engage with our community, download from wherever you love to get your podcasts, Itunes, Google, Ratemyprofessor, we're there, and we want you to be back with us next week. Remember, any opinions expressed in this podcast do not necessarily represent Mt. San Antonio College, or any of its agents. We'll see ya next time.