

# Faculty Position Request Form Year 2011-2012

For Academic Affairs Advisory Group Recommendation	Date(s) Considered:	
	(To be completed by The Vice President of Academic Affairs)	
	<input type="checkbox"/> Recommended to Approve (Indicate Ranking) ➡	
	<input type="checkbox"/> Not Recommended to Approve ⤴	
Explanation:		

**Directions: Complete a separate request for each position. Forms must be signed by the originating Division Chair/Director and the appropriate supervising administrator. Use additional sheets as needed.**

## A. General Information

Position Title:	<b>Library Director</b>
Department:	<b>Library</b>
Division:	<b>Library</b>

Check all that apply:	
<input type="checkbox"/>	New Position
<input checked="" type="checkbox"/>	100% Assignment
<input type="checkbox"/>	Split Assignment Identify Split %
<input checked="" type="checkbox"/>	Replacement: Identical Position
<input type="checkbox"/>	Replacement: Modified Position Identify faculty being replaced: <b>M. Teed</b>
<input type="checkbox"/>	Consolidation of Existing Adjunct Positions

Review/Approval	Date
Department Chair:	
Division Chair or Supervising Administrator	
Dean, Academic Affairs or Student Services	
All conflicts/disagreements should be discussed prior to submission of this form. In the event the division chair or dean does not support the position, provide reasons:	

## B. Description of the Position/Assignment

1. Describe all aspects of the position, including non-teaching assignments.

The Library Director is responsible for managing all Library programs and services to meet the information requirements of the students and staff of Monterey Peninsula College, and for providing leadership in planning, developing, and overseeing all aspects of library services, including development of policies and procedures.

Responsibilities include:

- Provide leadership for long- and short-term planning and setting priorities

- Administer, manage, and lead all aspects of the library program such as
  - Instruction, including curriculum, scheduling, and instructional development
  - Reference service
  - Collection assessment and development, including selection, inventory, and archives
  - Interlibrary loans and resource sharing
  - Electronic systems and services
  - Personnel management including hiring and evaluation of library faculty and staff
  - Community and campus programs
- Plan and implement the college's information competency goals
- Develop and manage the Library budget and other fiscal resources
- Plan for technological systems and resources (in collaboration with the Dean of Technology)
- Represent the library on local, regional and state committees including, but not limited to, the Monterey Bay Area Cooperative Library System (MOBAC), the Community College League (CCL), and the Directors of Educational Technology/California Higher Education (DET/CHE)
- Serve on campus committees including, but not limited to, AAAG, the Library Advisory Commi and the Arts and Lecture committee
- Foster collaborative partnerships within and outside MPC
- Engage in fund-raising and donor activities
- Direct and coordinate facility operations and maintenance for the Library Technology Center building with appropriate District offices
- Schedule, train, supervise, and oversee the work of library support staff
- Develop and prepare reports including, but not limited to, Program Review, Action Plans, Accreditation, and Budget Analysis and Statistics

As a fulltime faculty member of the Library Director is expected to:

- Participate as a team member with faculty librarians to foster a collaborative work environment
- Facilitate the library schedule development process
- Develop curriculum and participate in course approval and program review processes
- Engage in activities that enhance the Library's rapport with area schools and businesses
- Participate in faculty recruitment
- Hold required office hours and attend Library staff meetings
- Carry out collegial responsibilities including, but not limited to, institutional committee assignments, student recruitment and retention, and participation in shared governance committees and campus life activities
- Communicate and work cooperatively with colleagues (within the Library and college-wide) on matters regarding course offerings, programs, and activities that would enhance the development of the Library and college
- Continue professional development and remain current in the field through course work, conferences, workshops, and other appropriate means
- Perform duties described in Board policy, the Faculty Handbook, the MPCTA Contract, and as assigned at the main MPC campus, the Educational Center at Marina, and/or other designated locations

2. Aspects of college's mission being addressed by position:

- Transfer to four-year colleges
- Basic skills instruction
- Career Technical Education (CTE)
- Student support services

3. Is this position categorically funded?  Yes  No

### C. Rationale for the Position

1. Description of need. Please include information on the effects on the program, your division, the college, and the community of filling the position versus not filling it.

The Director resigned four years ago. Beginning fall, 2010, the library began an interim situation with a Division Chair overseeing library services. This has enabled the library to move forward with some planning, but is at best an interim solution for a library with demands for service that continue to expand, including the growing demand for library services at the Ed Center in Marina.

2. If this position is new or modified, is it addressed in MPC planning documents, such as the college's Educational Master Plan, the Division's most recent Program Review or Program Review Update, and/or the Department's Action Plan?

- Yes (Please cite below.)  No (Please explain below.)

The position is neither new nor modified.

3. Is this position required by external licensure, accreditation, or legal mandates? If so, please explain.

No.

4. Is this position recommended by a CTE advisory group? If so, please explain. If this is a CTE position, please provide Labor Market Information (LMI) for any occupations in which the instructor will provide instruction or training.

No, although the library supports all CTE students and programs.

5. Program size (To be completed in conjunction with Institutional Research Office):

- a. FTES Credit and Noncredit History (NOTE The library serves the entire campus as well as being open to the public.)

b. FTE

	Full-time	Adjunct
2007-2008		
2008-2009		
2009-2010		

6. Programmatic plans for this and future years:

The library's course offerings are growing as we begin development of Information Competency courses aimed at Basic Skills students. In addition, the library is working with staff at the Ed Center in Marina to implement automation of library circulation at the Marina location, involving training, tech support, and financial aspects related to library course reserves.

7. First two years' assignment for this position.

- a. Teaching responsibilities: To be determined  
Currently the Division Chair provides instruction sessions as well as teaching credit courses (overload).
- b. Other duties and/or programmatic responsibilities (i.e., program/curriculum development, program coordination, facilities oversight, outreach, etc.):

See Item B1 above.

8. Office/location to be assigned:

LTC 225

9. Other related resources needed:

None

10. Other considerations:

None