

The Community College Mission & Students

1. Primarily to assist students in transferring to and effectively, efficiently, successfully graduating in two years.
2. Secondly to provide continuing education to the local community, including vocational certificates and job training.

At City College of San Francisco, our students are on average 28 years old. They consist of:

- *Newly graduated high-school students who have nothing else to do, 'cause they didn't get into college*
- *Newly graduated, frugal high-school students who are set on graduating from top colleges but want to explore their choices better before spending the big bucks and get more personal attention.*
- *Newly graduated, highly focused, frugal high-school students who are set on graduating from U.C. Berkeley or other top colleges that they've already identified, but want to get their first two years completed more cheaply and in smaller classrooms.*
- *Professionals changing jobs and looking to obtain a new degree (fulfilling requirements).*
- *Students who dropped out of school in the past, but who now want to be in school and understand what it means -- financially and personally -- and are willing to do what it takes.*

The majority of CCSF students have something rare (compared to what I've experienced at State and Private institutions) -- perspective. And this diversity enriches the classroom experience for everyone -- teacher and student. Each student teaches each other what options are available to them.

The Community College Hiring Process

Though different for each community college, there ARE state requirements. Review these first (talk to HR and/or Department Chair) - then ASK for as much information as possible about each college's requirements.

Application process for City College of San Francisco: CCSF Hirings attempt to be infinitely objective -- everyone is treated the same -- rated by the same people against the same rubrics throughout. At CCSF, there is a representative from HR on each committee to ensure this fairness. All questions asked are identical, asked by the same committee members, and graded with the same rubrics. Teaching demonstrations are on the same topic (though often can differ in focus).

Proof of degree or equivalency (Master's or higher in Geology, Earth Sciences, or Oceanography). Equivalency can be obtained if you can show your classes meet the requirements for one of the above degrees at a local university. NOTE: process of equivalency requires a committee to meet and approve -- so add extra

time!

The written application (read carefully – then be sure you present in a method that reflects your values as a teacher – the method is often more important than the content).

- Cover letter (specifically addressing all position requirements and desirables)
- Transcripts (from BS/BA and MS/MA or PhD) -- Be sure these show degree AND is official

3 letters of recommendation (choose appropriately, so they address this particular job)

Once all written applications have been reviewed, a certain number of applicants who score above a certain level are asked in for the next phase:

Teaching demonstration (content must be correct and show a depth – add things outside the book to show your ability to add value – then more than anything else DEMONSTRATE your diversity of teaching methods -- be unique and accurate -- everyone will provide a teaching demonstration on exactly the same thing). You have to teach to an audience that cannot respond, but do so as if it were a real class -- this can be challenging!!!

Interview (Answer the questions. Anything provided beyond the question will not be considered in your rankings.) Sample questions:

- Community College Mission statements and how teaching at a non-research university will keep you satisfied
- Diversity issues -- how you handle diverse student body (sexual, racial, religion, economic, and simply different styles of learning)
- Teaching philosophies -- Successes and failures
- Content-specific knowledge -- Know what you teach, 'cause here you'll show your expertise (or lack thereof)

Written questions -- Covers similar questions as in the interview, but demonstrates your writing and organization skills.

Final Interview -- The top-scoring applicants are asked to meet with a college administrator. The Department has sent that administrator their rankings and recommendation. The administrator likely will confirm the Department's request -- but can do whatever they want!

FINAL NOTES

- You don't know anything about your competition or what the hiring committee wants (treat it like an audition for a play – so many things you

have no control over that they might be looking for – race, research interests, etc.) At CCSF, we don't care about PhD vs MS, but the administrator making the final interview might (on that day -- that year -- that week). The administrators have their own needs for the college, and they change with the budgets and projects and personnel. There's nothing you can do about it, so be yourself, be confident in who you are, and be prepared to "not get the role." It won't be personal

- The best way to get your foot in the door is to teach part-time – gets you into the union and gives you certain protections – so that if all else is considered equal (between you and another applicant, you have priority). Also – it gives you a deeper comfort with the content covered in the classes taught at that department.
- What are we looking for when hiring?
 - Respect, so will work well with others
 - Commitment to the student
 - Commitment to doing the best job possible, and hence filling in gaps in expertise (ability to teach yourself)
- Where to look for job openings? CC databases, but best to put your cover letter and CV into the hands of department chairs at all the colleges where you're looking. Where to look:
 - The California Community College Registry
www.ccregistry.org
 - The Chronicle of Higher Education
Chronicle.com/jobs
- Salary expectations and benefits – What the Dean of Instruction says at CCSF, the largest CC under a single chancellor? Salaries won't be raising much and might be losing ground. Benefits will likely disappear completely. Don't teach CC for the money! But because of unions, it's all open knowledge and easy to find where you'll be on the salary scale.
- Get all the information you can on interview particulars: time, place, length of time, topics, AV equipment available etc.
- Bring backup to the interview if the computer fails to work!
- Dress? Casual professional.
- And... be sure your application is written for the job you're applying for, or it will fail
- Be prepared!! Do your homework and demonstrate your work ethic/standards. Showing is better than telling.
- Relax!

(How? My humble recommendation: Keep one foot out the door -- try not to care TOO much -- remember, this isn't personal -- you have little idea why they'll choose one person over another. Believe you are the best one for the job -- believe that the committee can see that -- believe that you want to be there -- then let go.)