

Memorandum of Understanding
between the
All Faculty Association
and
Sonoma County Junior College District
regarding

Special Assignment
Professional Development Coordinators
Selection Process, Job Duties, and Compensation
March 8, 2026

This MOU replaces the previous MOU: [Special Assignment for the Professional Development Coordinators](#) dated April 2, 2021.

A. **Job Duties.** The Professional Development (PD) Coordinators will:

1. Meet with the Academic Senate Executive Committee as needed to discuss Faculty Professional Development Committee activity and topics.
2. Meet regularly with the VPAA/AS to discuss professional development plans.
3. Coordinate professional development offerings to meet faculty needs by serving on the following committees:
 - a. District-wide Professional Development Committee (one Professional Development Coordinator as tri-chair)
 - i. Solicit and schedule high-quality, relevant workshops on Professional Development Activity (PDA) days
 - ii. Help create and maintain a District-wide Professional Development Calendar
 - iii. Identify areas of multi-constituent Professional Development overlap.
 - b. Serve on the Faculty Professional Development Committee (one PD Coordinator as co-chair).
 - i. Solicit and schedule high-quality, relevant workshops and PD series year-round including, but not limited to, Communities of Practice.
 - ii. Coordinate with other committees involved in faculty PD (e.g., FFAS, Sabbatical, PGI)
 - iii. Oversee the faculty Flexible Calendar program
 - iv. Identify and respond to emerging faculty PD needs
 - v. Work to identify funding sources and make access to those funds transparent and fair
 - vi. Provide clear, routine, and easily accessible communications
 - vii. Assess how well the FPDC is fulfilling its mission.

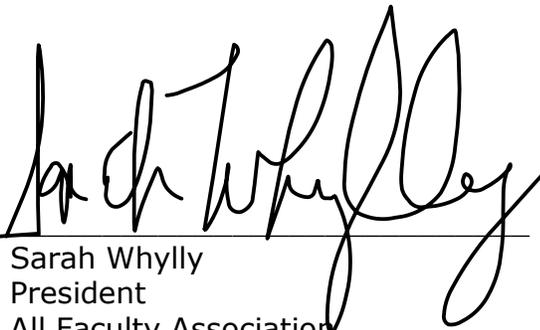
4. Coordinate professional development offerings for the faculty as advised by the Academic Senate and recommended by the Senate Executive Committee.
5. Support the Academic Senate in developing the New Faculty Professional Learning Program for probationary contract faculty.
6. Plan and facilitate the following New Faculty Orientations in consultation with Senate and AFA leadership:
 - a. 6 hour in-person orientation for new contract faculty
 - b. 2 hour zoom orientation for new associate faculty (fall)
 - c. 2 hour zoom orientation for new associate faculty (spring).
7. As requested by the Senate Executive Committee, assist the Academic Senate with the New Faculty Mentoring program.
 - a. Complete the year-end Flex report as required by the California Community Colleges Chancellor's Office.
8. Attend weekly co-coordinator meetings.
9. Complete the year-end Flex report as required by the California Community Colleges Chancellor's Office.
10. Consult with AFA on Professional Development-related working condition issues and assist in the organization of AFA-sponsored workshops for faculty.

B. Selection Process. Regular faculty members are eligible to serve as Professional Development Coordinators. Current members of the Academic Senate Executive Committee and faculty members involved in the selection of the PD Coordinator are not eligible to serve as PD Coordinator. The VPAA/AS will email an "open call" to all faculty members to solicit interest. Eligible faculty members will express interest by writing and submitting a letter of interest, not to exceed two pages, that addresses the faculty member's background, education, and experience that are relevant to the job duties. A three-person selection committee consisting of the VPAA/AS, the Academic Senate President, and the AFA President, or their designees, will review letters of interest, select candidates with whom to meet, and by consensus choose the faculty member(s) who will serve as Professional Development Coordinator(s).

1. The regular term of the assignment is two calendar years, with some summer work, to begin on the first day of the Fall semester in the first year of the term. The terms of the two Professional Development Coordinators are staggered such that one PD Coordinator will serve a term beginning in an even year, and the other PD Coordinator will serve a term beginning in an odd year.
2. No later than October 1 in the second year of a PD Coordinator's two-year term, the VPAA/AS will announce, by email, the special assignment opportunity to all regular faculty members. The announcement will include a link to this MOU.

3. Mid-term vacancy of a PD Coordinator position. If the vacancy occurs after December 31st of the second year of the term, the VPAA/AS may appoint another willing and eligible faculty member to serve the remainder of the term. If the vacancy occurs on or before December 31st of the second year of the term, the process outlined in B. will be followed to find a replacement to serve the remainder of the term. The replacement will receive prorated compensation.

C. **Compensation.** Each Professional Development Coordinator will receive 30 percent in reassigned time each semester of the two-year term. The reassigned time may be taken as contract load or hourly load. For hourly pay, timesheets must be submitted and must reflect hours worked. Summer pay will be on an hourly basis as approved by the VPAA/AS.



Sarah Whyllly
President
All Faculty Association



Dr. Angélica García
Superintendent/President
Sonoma County Junior College District