

## ARC Faculty Job Posting Information

- In order to complete the ARC faculty position request, each requesting department must complete and submit a proposed Job Posting and Description Information form. Please note that this proposed Job Posting Information will be reviewed for approval by Los Rios Human Resources.
- Contact ARC Office of Vice President of Instruction for previously submitted Job Posting Information ([email: ARC Office of VPI](mailto:ARC Office of VPI)).
- Complete the following sections of the table below: **Sections: 1, 4, 5, 6, 10, 22, 25**
- Save this file with your department name (ex. “Nutrition \_ Faculty Job Posting Information”).
- Submit this completed proposal of Job Posting Information file along with the completed Faculty Position Request form by emailing both documents to the ARC Office of Vice President of Instruction.

<b>1</b>	<b>Job Posting Title:</b>	
2	The Institution:	<p>Founded in 1955, American River College (ARC) is one of the largest institutions of higher education in the Sacramento region, serving about 30,000 diverse students each fall and spring at its main campus and centers.</p> <p><b>Our Strengths</b> The college has an outstanding record for academic quality and is among the top community colleges in the state for transferring students to the University of California and California State University systems. The College offers education and support for students to strengthen basic skills, earn associate degrees and certificates, transfer to other colleges and universities, and achieve career as well as other academic and personal goals. ARC also has a strong reputation for its wide array of career programs, in areas such as Healthcare, Hospitality, Human Services, Business &amp; Computer Science, Public Safety, Applied Arts, Advanced Transportation and Manufacturing and Apprenticeship.</p> <p><b>Our Vision</b> Our vision is to transform the future of all students and our community through inclusive, equitable education. The college seeks individuals who share our mission of placing students first by providing an academically rich, inclusive environment that inspires critical thinking, learning and achievement, and responsible participation in the community.</p> <p><b>Our Commitment to Social Justice &amp; Equity</b> American River College strives to uphold the dignity and humanity of every student and employee. We are committed to equity and social justice through equity-minded education, transformative leadership, and community engagement. We believe this commitment is essential to</p>

		achieving our mission and enhancing our community. The college seeks candidates who are committed to culturally inclusive practices and serving ARC's student population. Faculty and staff are encouraged to engage in ongoing development of their professional skills. The college thus supports employee engagement in a broad range of trainings, workshops and activities such as the Equity Action Institute, the New Faculty Academy, and the Classified Leadership Academy. In addition, faculty and staff regularly participate in trainings offered through the college's Center for Teaching and Learning and its Instructional Technology Center
3	Position Summary:	General Responsibilities: The faculty member shall be responsible for the following: teaching assigned classes under the supervision of the area dean; helping students fulfill their maximum potential in mastering course content; assessing student learning outcomes; maintaining a thorough and up-to-date knowledge in his/her regular teaching field; continuing professional development; utilizing current technology in the performance of job duties; maintaining standards of professional conduct and ethics appropriate to the professional position; assisting with articulation and curriculum development and review; serving on college committees and participating in faculty governance including accreditation and student co-curricular activities; assuming other responsibilities as assigned by the area dean; fulfilling other duties and responsibilities of a full-time faculty member as outlined in the college faculty handbook.
4	Additional Position Summary:	
5	Responsibilities:	The instructional assignment may include, but is not limited to:, teaching courses in:  Additional duties will include, but are not limited to:  Teaching assignment may include day, evening, on-line, hybrid, weekend, and/or off campus classes.
6	Additional Responsibilities:	The department maintains a focus on:
7	Special Requirements:	
8	Minimum Qualifications:	(To be completed by LRCCD Human Resources)
9	Application Instructions:	To receive full consideration applicants applying to this Los Rios Community College District faculty positions are required to submit:  1. Los Rios Community College District Faculty Application 2. Unofficial transcripts of college/university work *(graduate advising documents and grade reports will not be accepted as unofficial transcripts) NOTE: Los Rios employees are also required to submit

		<p>unofficial copies of transcripts</p> <p>3. Resume or Curriculum Vitae</p> <p>4. Two letters of recommendation</p> <p>5. Letter of Interest</p> <p>6. Complete all supplemental application questions</p> <p><b>*Note:</b> Applications submitted without transcripts will be disqualified. Also individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees and other relevant documents. A foreign transcript evaluation is required any time foreign course work is used to meet minimum qualifications and/or salary placement even if the foreign transcript has been accepted by a college or university in the United States.</p> <p>Foreign transcript evaluations ONLY accepted from AICE (Association of International Credential Evaluations, Inc.) or NACES (The National Association of Credential Evaluation Services) agencies or evaluators. Click Foreign Transcript Evaluations on the Human Resources Services page for details.</p> <p>Do not submit additional materials that are not requested.</p>
10	Other/Desired Skills:	
11	Posting Date:	
12	Closing Date:	
13	Beginning and/or Ending Dates:	Full-time, Tenure-track Position Beginning on or about
14	How and where to apply:	Please visit our Frequently Asked Questions for complete information on how to apply online with our District. Application services are available between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Los Rios Community College District Human Resources Office located at 1919 Spanos Court, Sacramento, CA 95825-3981. If you need assistance with any phase of the application process, please call (916) 568-3112 or come in during our business hours. Submission of applications are by midnight of the posting closing date.
15	Conditions:	<p>All Positions: Offers of employment are contingent upon the successful clearance from a criminal background check, freedom from tuberculosis, and proof of identity and eligibility to work in the United States prior to the first day of work. The District may select additional qualified candidates should unexpected vacancies or needs occur during this recruitment/selection process. When education is a requirement for the position, official academic transcripts from the accredited college/university must be submitted within 60 days of hire.</p> <p>Administrative/Executive/Faculty Positions: Contingent on funding and</p>

		eligibility, successful candidates selected for an interview may be eligible to apply for partial reimbursement of travel expenses.
16	Work Schedule:	
17	Job Posting Number:	
18	Salary:	
19	Additional Salary Information:	Entering annual salary within a given range varies, depending upon units and degrees completed at accredited colleges/universities and on verified experience. Additional earnings may be available for summer, overloads, and stipends.
20	Position Type:	Faculty
21	Location:	Los Rios Community College District (American River College)
22	Department:	
23	Total Hrs/Week:	
24	Work Year:	
25**	Incumbent Information:	<p>Names of Last/Current Incumbents. If on leave, specify type, period and percentage of leave:</p> <p>Incumbent's reason for vacating position (ex: resignation/retirement/termination)</p> <p>AND effective date:</p>
		<b>**Note: Section 25 above is for internal College use only.</b>