



# MATHEMATICS INSTRUCTOR

Fulltime, Tenure Track, Fall 2012

Priority Application Date: February 23, 2012

*Monterey Peninsula College believes in a close relationship among students, faculty, staff, and community. The District is strongly committed to achieving staff diversity and has made a commitment to the principles of equal opportunity. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, practices, or procedures. The college encourages applications from all qualified applicants.*

## **Position Definition:**

The successful candidate will be responsible for teaching three or more mathematics courses which equal 15 teaching load units each semester, in mathematics courses ranging from basic skills math through engineering calculus, linear algebra, differential equations and statistics. Assignments may include both day and evening courses at the Monterey campus or Marina Education Center, as well as on-line instruction

As a fulltime faculty member in the Mathematics Department, the successful candidate must be an effective teacher whose focus is on student learning. The candidate must be professionally active within the mathematics department and campus wide.

The successful candidate will also:

- Use and develop a variety of effective teaching and assessment methods including the use of computers and information technology to engage student interest and support a variety of learning styles.
- Evaluate student work using clear criteria relevant to the course content and learning objectives.
- Maintain and submit accurate records according to published deadlines (i.e., grades, syllabi, attendance reports).
- Participate in Mathematics department schedule development process.
- Develop curriculum and participate in the program review processes.
- Engage in activities that enhance the department's rapport with area high schools, colleges and businesses.
- Participate in faculty recruitment.
- Hold required office hours and attend division 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 discipline and college-wide) on matters regarding course offerings, programs, and activities that would enhance the development of the department 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 Monterey campus, the Education Center at Marina, and/or other designated locations.

**Minimum Qualifications:**

1. Master's in mathematics or applied mathematics\* **OR**
2. Bachelor's in either of the above **AND** Masters in statistics, physics, or mathematics education **OR**
3. A California Community College Instructor Credential (valid for life) in the subject matter **OR**
4. The equivalent. To select outstanding faculty members from the largest possible pool of qualified applicants, Monterey Peninsula College recognizes that candidates may have attained expertise through a variety of means. Certain combinations of education, experience, and other accomplishments may be judged by the District as equivalent to the above qualifications for this position. Candidates who feel they possess such equivalent qualifications are encouraged to obtain and complete an **EQUIVALENCY APPLICATION** from the Human Resources Department and provide appropriate documentation of their qualifications;

**AND**

5. Commitment to community college goals/objectives of providing quality programs and services for culturally, socio-economically, ethnically, and academically diverse students and students with disabilities; personal qualities to work effectively and with sensitivity in a multicultural environment; awareness of and commitment to the needs of non-traditional and/or re-entry students with diverse abilities and interests.

\*Note: Graduate students currently working on a Master's degree are encouraged to apply, with the understanding that the degree **must** be completed and confirmed by July 1, 2012.

**Personal and Professional Qualities:**

1. Knowledge of and commitment to teaching strategies and methods which enhance student success at community colleges;
2. Excellent interpersonal skills;
3. Ability to work with community groups and campus organizations;
4. Effective oral and written communication skills;
5. Ability to meet the needs of community college learners with diverse backgrounds and a wide range of skills and goals.

**Desirable Qualifications:**

1. Demonstrated ability to teach transfer level mathematics courses, including statistics at the community college level. Demonstrated success as a teaching assistant is acceptable.;
2. Demonstrated ability to teach basic skills level mathematics.

3. Strong academic preparation in mathematics as evidenced by upper division and/or graduate-level coursework or certifications.
4. Evidence of a strong commitment to remaining current in the mathematics field and the profession of teaching.
5. Willingness and ability to work cooperatively with colleagues on matters regarding course offerings, programs, and activities that would promote mathematics as a field of study.
6. Work experience in applied mathematics or related fields

### **Anticipated Starting Compensation**

Starting at \$50,921-69,050 annually, based on documented education and experience. In addition to the base salary, the successful candidate can also earn a Doctoral stipend of \$2,850 or a multiple Masters' stipend of \$2,021, if applicable. In addition, the District provides an excellent fringe benefits package, including paid medical and dental coverage for employees and dependents, and a vision plan, life insurance and long-term disability benefits for the employee only. Retirement is the State Teachers' Retirement System. Participation in tax deferred plans is available.

### **Assignment & Anticipated Start Date**

The assigned work year is 175.5 days per academic year. The assignment will include 15 teaching load units (TLUs) plus five office hours per week. The selected candidate will participate in campus-wide events beginning the week of August 20, 2012.

### **Application Deadline**

The position is open until filled; however, to be assured full consideration, completed application packets should be in the Human Resources office by 5:00 pm, February 23, 2011. Application materials must be mailed, hand delivered or e-mailed. E-mails must be followed by signed original documents as soon as possible. Fax applications will not be accepted. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed. Monterey Peninsula College reserves the right to close, continue, cancel, postpone or restart the recruitment at any time.

### **Application Procedures**

To be considered for review, applicants must submit the following application materials:

1. Completed District Application including the Diversity Statement;
2. Cover letter addressing the listed desirable qualifications and personal and professional qualities;
3. Résumé or Curriculum Vitae;
4. Copies of transcripts from accredited colleges of Bachelor's degree and all advanced degrees and coursework. Foreign transcripts must be evaluated by the American Association of Collegiate Registrars and Admissions Officers (<http://www.aacrao.org/>) at the applicant's expense;
5. Supplemental Application – Minimum Qualifications (attached)
6. Three (3) current letters of recommendation relevant to your application;
7. A list of all courses taught (including descriptive names, dates, and schools)
8. A list of all subjects tutored (including dates and schools)
9. A list of all upper division mathematics courses taken (including title, college, date, and grade earned)

10. A list of all graduate level mathematics courses taken (including title, college, date, and grade earned)
11. One copy each of an intermediate algebra exam and an integral calculus exam from the second semester of a three semester calculus series. These exams should be written by the candidate, appropriate to use as is in-class, and one-hour in length.

**Only items listed above will be reviewed by the screening committee. MPC appreciates receiving your materials in the above order (if submitting in hard copy) and with clearly labeled components.**

Application forms may be obtained from [www.mpc.edu](http://www.mpc.edu) or from the Human Resources Department by calling (831) 646-4016.

Send all application materials to:

Kali F. Viker, M.S.  
Human Resources Department  
Monterey Peninsula College  
980 Fremont Street  
Monterey, CA 93940  
Telephone: (831) 646-3038  
Text Teletype: (831) 645-1319  
E-mail: [KViker@mpc.edu](mailto:KViker@mpc.edu)

Applications are accepted by mail, in person or email. Faxed applications are not accepted.

Applicants selected for interview will be notified by phone approximately 2-4 weeks following the application deadline. All other applicants will be notified by mail. Initial, on-campus interviews are tentatively scheduled the week of April 2, 2012. Travel expenses are the sole responsibility of the applicant. Selected finalists will have second round interviews with the President and Vice President. These final interviews are generally conducted via SKYPE. Positions are subject to adequate funding and MPC reserves the right to close, continue, cancel, postpone or restart the recruitment at any time. MPC regrets that relocation assistance is not available.

### **Conditions of Employment**

Offers of employment are contingent upon Governing Board approval. Employment with Monterey Peninsula College is not complete or official until applicants meet all pre-employment requirements. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Monterey Peninsula College does not sponsor H1B visas. Employees must sign the Oath or Affirmation of Allegiance and submit fingerprints for CA Department of Justice clearance.

### **ABOUT THE COLLEGE**

MPC was founded in 1947 and annually enrolls approximately 8,500 fulltime equivalent students. The campus is located on 98 acres of prime land within the city of Monterey overlooking the Monterey Bay. In addition to the Monterey campus, MPC operates the

Education Center at Marina and the Public Safety Training Center at Seaside. The campus is undergoing a 12 to 15 year, \$200 million facility renovation, primarily funded by a \$145 million local bond measure, passed in 2002. The District maintains a Board required 10% financial reserve and has a well-established resource and allocation planning process through the shared governance structure.

Accreditation reports single out MPC's faculty for their commitment and excellence. Staff and faculty take pride in the college's friendly, student-oriented atmosphere and its comprehensive curriculum. MPC is recognized as a cultural center for the entire Peninsula and offers a new Library and Technology Center to its students and community.

Faculty at MPC have a long history of shared governance and participation in all levels of decision-making at the college. MPC provides an opportunity to learn, collaborate, create, and make a difference in the lives of its students and community

MPC recently underwent a reaffirmation of accreditation. The Institutional Self Study in Support of Reaffirmation of Accreditation report, completed in fall 2009, the self study addendum, MPC Education Center at Marina Substantive Change Proposal and the Accreditation Team Report of March 2010 are all available for review:

<http://www.mpc.edu/information/accreditation/Pages/default.aspx>

For information about course offerings, please see the Monterey Peninsula College catalog and class schedules: <http://www.mpc.edu/classes/Pages/default.aspx>. Please click on "Class Finder" if you wish to obtain course outlines for any of our offerings.

For a history of the development of the Education Center at Marina, please see:

<http://www.mpc.edu/EdCenterMarina/Pages/default.aspx>

For Institutional Research: <http://www.mpc.edu/institutionalresearch/Pages/default.aspx>

## **The Monterey Peninsula**

The Monterey Peninsula lies approximately 120 miles south of San Francisco where Monterey Bay and sheltering hills produce a gentle climate year round. Residents and visitors enjoy the scenic natural environment and a variety of small, distinctive communities: Pacific Grove, Monterey, Seaside, Marina, Carmel, Carmel Valley, and Pebble Beach. MPC faculty and students also benefit from close proximity to the Defense Language Institute, the Naval Postgraduate School, the Monterey Institute for International Studies, and the California State University Monterey Bay. Consequently, the peninsula's population is both ethnically diverse and cosmopolitan.

*Applicants who are protected under the Americans with Disabilities Act and who, due to a disability, require accommodations for completing the application process, testing (if required for the position), or the interview, should notify the Human Resources Office 10 working days before the accommodation is required.*

Monterey Peninsula College

**SUPPLEMENTAL APPLICATION**  
**Minimum Qualifications**  
**for the position of**  
**Mathematics Instructor**

Closing Date: **February 23, 2012**

NAME (Please print) \_\_\_\_\_

**INSTRUCTIONS:** All applicants shall complete and submit this form in addition to the regular District employment application. The Supplemental Application consists of this instruction sheet verifying minimum qualifications (or requesting equivalency). Attach these instructions, minimum qualification verification to the District employment application.

**Note:** References to résumés and material other than additional sheets required to complete this form are not acceptable. This form may be accessed via the District's Web site at [www.mpc.edu](http://www.mpc.edu) under the Employment tab.

**FOREIGN DEGREES:** *If you have a degree from a college or university outside the United States you must have your coursework evaluated by the American Association of Collegiate Registrars and Admissions Officers (<http://www.aacrao.org/>). A copy of the professional evaluation must be submitted with the application packet.*

**I. MINIMUM QUALIFICATIONS** (Must meet a, b, OR c.) (Otherwise, please see II. Equivalency below.)

a. Do you possess a Master's degree from a regionally accredited institution in mathematics or applied mathematics ?

Yes \_\_\_\_\_ No \_\_\_\_\_

OR

b. Do you possess a Bachelor's degree from a regionally accredited institution in either of the above **AND** Masters in statistics, physics, or mathematics education?

Yes \_\_\_\_\_ No \_\_\_\_\_

OR

c. Do you possess a California Community College Instructor Credential (valid for life) in the subject matter?

Yes \_\_\_\_\_ No \_\_\_\_\_

**II. EQUIVALENCY** (if applicable)

If you do **not** meet one of the above requirements, do you possess minimum qualifications that you believe to be the equivalent and do you request that your enclosed evidence be evaluated?

Yes \_\_\_\_\_ No \_\_\_\_\_

Note: Equivalency determinations are based solely upon a review of the individual's application materials and a completed Equivalency to Minimum Qualification Request with required documentation. Individuals claiming that they possess equivalent minimum qualifications should complete the Equivalency to Minimum Qualification Request Form attaching supporting documentation. Failure to do so may result in disqualification. Forms are available with the job announcement under the Employment tab on the MPC website, [www.mpc.edu](http://www.mpc.edu) or by contacting the Human Resources Department at (831) 646-4016.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date