

ADMINISTRATIVE PROCEDURE 7102
FACULTY DIVERSITY INTERNSHIP PROGRAM

The Peralta Community College District has a faculty diversity internship program pursuant to Title 5 Section 53500 and Education Code Section 87487. The Peralta Community College District authorizes the employment of faculty interns in accordance with applicable State statutes and regulations.

I. Purpose of the District's Faculty Diversity Internship Program

The Faculty Diversity Internship Program aims to select and train a diverse pool of potential faculty to effectively teach and serve the wide-range of students in the Peralta Community College District, address gaps in equity, and to develop a faculty body that reflects the diversity of our student population.

To achieve this, the program shall:

- A. **Conduct outreach** to prospective faculty interested in a career in a California community college;
- B. **Select and train participants** in the best practices of community college service and instruction, including but not limited to:

Reflective inquiry, syllabus development, effective communication and relationship-building with students, cultural competency and humility, awareness of student diversity, equity practices and policy, assessment and evaluation, applying for faculty positions, awareness of shared-governance and faculty leadership;
- C. **Place interns** in faculty positions and match them with qualified mentors for one-on-one support;
- D. **Evaluate interns** as defined by the contract negotiated with the faculty union.

II. Definition of Terms:

- A. **FDIP Participants** must have applications approved by HR, be selected by a committee, and actively participate in FDIP trainings.
- B. **FDIP Interns** will have completed an HR intake, received a faculty assignment, and assigned a faculty mentor.
- C. **FDIP Mentors** are current faculty in the intern's discipline who agree to support and evaluate the intern during the length of the internship. Mentors shall be either contract faculty in good standing who have at least entered their third year of tenure review; OR, part-time faculty in the preferred hiring pool in that college.
- D. **FDIP Coordinator**, a current faculty member in good standing, including part-time faculty in the preferred hiring pool, who implements the Faculty Diversity Internship Program under the guidance of the Vice Chancellor of Academic Affairs.

III. Eligibility for Internship

A. Interns for the Faculty Diversity Internship Program must be understanding of, sensitive to, and respectful of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students, including students with disabilities.

B. Interns must either:

Meet minimum qualifications in their disciplinary field and have little to no formal teaching experience in a community college; OR,

1. For academic disciplines, be a graduate student with completion of at least one - half of a Master's or Doctoral degree program at an accredited institution, and registered in good standing at the college or university during the term(s) of the internship;
2. For vocational disciplines, have six years of related work experience and completion of half of an Associate degree OR four years of related work experience and completion of half of a Bachelor's degree, and current registration and in good standing at a college during the term(s) of the internship.

IV. Application, Selection, and Internship Placement

A. **Application** procedures shall be coordinated with the Human Resources department and must include agreed upon deadlines and processes;

B. **Selection of FDIP Participants** shall be conducted by a committee comprised of the FDIP Coordinator, and faculty, administrators, and staff who represent the four colleges, various disciplines, and follow equal opportunity employment guidelines. The process shall include:

- i. A paper screen that includes college needs assessments,
- ii. Interviews, and
- iii. Reference checks.

C. Interns will be selected for **placement** by administrators at the college level with the support of department chairs, mentor faculty, and the FDIP Coordinator.

V. Evaluation of Intern and Successful Completion:

A. All formal evaluations shall follow negotiated procedures as designated by contract.

B. Interns "successfully complete" FDIP if they have received a "surpasses expectations" or higher evaluation and the mentor recommends the intern for continued service.

If an intern earns "Surpasses" or higher on their evaluation, the intern would then move into the Preferred Part-Time Hiring Pool.

References:

Title 5 section 53500

California Education Code 87487, 94300

Approved by the Chancellor: February 19, 2013

Revised and approved by the Chancellor: March 28, 2018