Biology Instructor
CR04-03 (Tenure Track Position)

College Web Address:  www.cabrillo.edu

Application Deadline: Tuesday, February 17, 2004 by 4:00 p.m.

Starting Salary Range: $47,533 to $70,633 per year depending on education and experience; maximum salary on the faculty salary schedule is $89,590 per year. Cabrillo College provides a doctoral stipend of $3,074 per year for eligible contract faculty.

Benefits: Cabrillo College provides a benefit stipend up to $4,800 per year for employees only and up to $8,492 per year for employee plus one dependent, and $11,648 per year for employee plus two dependents, for medical, dental, life and long-term disability insurance.

Days per Year: This is a full-time 175-day assignment.

Start Date: Position scheduled to begin Fall 2004, pending funding and Governing Board ratification. Assignments may include distance education courses and may be held at various campus locations; days, evenings, and/or weekends.

About Cabrillo College
Situated on Monterey Bay in the county of Santa Cruz, CA, Cabrillo College transfers many of its students to three nearby universities - the University of California at Santa Cruz, San Jose State University in the heart of Silicon Valley, and California State University at Monterey Bay. Cabrillo College is one of the most highly regarded community colleges in the state, both for its high transfer rate and the success of its transfer and occupational students. Over the last five years, major reconstruction of the Computer Technology Center and Library/Learning Resources Center has provided faculty and students with some of the most up-to-date instructional technology in California. For more information, please visit our web site at http://www.cabrillo.edu.

Cabrillo College's Biology Department is academically one of the strongest on the campus. Many of its students are preparing for careers in health occupations, and many others transfer with high success to the University of California or the California State University system with majors in biology.

The faculty at Cabrillo College has a long history of shared governance and participation in all levels of decision-making at the college. To teach at Cabrillo is an opportunity to learn, to collaborate, to create, and to make a difference in the lives of our students and our community.
Position Description

- Teaching assignments will be in the area of cell and molecular biology, with additional teaching responsibilities in botany, general biology, physiology, human anatomy, or microbiology.
- Other professional assignments include attendance at faculty meetings, curriculum development, and related duties as required or assigned.

Qualifications

**Required Education from a U.S. Department of Education recognized accredited organization:**
- Master's degree in any biological science OR
- Bachelor's degree in any biological science AND
- Master's degree in biochemistry, biophysics, or marine science, OR
- A lifetime California Community College Instructor Credential in Biological Sciences OR the equivalent.

**Equivalency**
Candidates whose degrees are other than the specific minimum qualification or credentials listed under “Required Education” above **MUST** provide documentation, as part of this application process, sufficient to convince the committee that the candidate does possess the equivalent of these minimum qualifications, including the depth and breadth of discipline knowledge plus general education. Further information may be obtained at http://www.cabrillo.cc.ca.us/busserv/personnel/jobs.html#equal.

**Required Professional Expertise**
1. Knowledge of and commitment to teaching strategies and methods which enhance student success at community colleges.
2. Effective oral and written communication skills.
3. Demonstrated ability to teach the courses and effectively perform the duties (teaching demonstration will be part of interview).
4. Ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including students with disabilities.
5. Ability to work cooperatively with others.

**Desired Qualifications/Performance Expectations:**
1. Prior teaching experience in the field of biology.
2. Knowledge of and commitment to the community college philosophy.
3. Knowledge of commonly used instructional software.
4. Interest in the development of online instruction.

**Please Note:** To ensure an accurate evaluation of your application materials, please submit information regarding your education, experience, knowledge and abilities as they relate to the qualifications listed.

**Selection Process**
A committee will review applications. Meeting minimum qualifications does not ensure an interview. Therefore, it is critical that candidates submit a thorough and detailed application. All materials submitted will be used to assess each candidate’s qualifications and determine the possible match between their qualifications and the
assignment. A limited number of candidates will be invited for an interview slated for approximately mid-March, 2004.

How to Apply

Application forms may be obtained through Cabrillo’s web site:
http://www.cabrillo.cc.ca.us/busserv/personnel/jobs OR our office location.
To be considered, each candidate MUST SUBMIT to the:

CABRILLO COLLEGE, HUMAN RESOURCES DEPARTMENT
6500 SOQUEL DRIVE, APTOS, CA 95003
OR Fax to (831) 477-3545

1) Completed and signed Cabrillo College application.
2) Brief, (two pages) clearly identified, separate statement, outlining how your education, experience, knowledge and abilities relate to the teaching responsibilities of this position.
3) A course outline you would consider appropriate for a freshman level Cell and Molecular Biology class.
4) Job-related resume.
5) Verification of educational qualifications:
   • Transcripts from all colleges attended (copies are acceptable). If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as may be required.
   • Copy of Teaching Credential, front and back (if applicable).
6) Supplemental Application for Equivalency Determination (as it relates to equivalency if candidate does not possess a credential or meet the minimum qualifications).
7) Three recent (within the last 3 years) job-related letters of recommendation, which address the candidate's ability to perform the duties of this position.
8) Criminal History Inquiry Supplemental Form.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline

All application materials MUST be received in the Human Resources Department by 4:00 p.m. Tuesday, February 17, 2004. (No postmarks accepted).

*Please Note: Cabrillo College will be closed beginning Wednesday December 24, 2003 and will reopen on Friday, January 2, 2004 for the receipt of application materials.

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.