**MOORPARK COLLEGE ACADEMIC SENATE**

**GREAT TEACHERS’ SEMINAR**

**PROCEDURES**

**1. The seminar**

Moorpark College has approved the Great Teachers’ Seminar held annually at Santa Barbara, sponsored by FACCC, as promoting instructional excellence. If faculty wish to attend a designated Great Teachers’ Seminar held elsewhere they may do so with Senate approval and on the understanding that their travel costs will not be covered.

**2. Call for applicants**

When funds for attendance of the Great Teachers Seminar are released to the Academic Senate it will notify all faculty, calling for applications. The Senate’s application form will include the information required by the Seminar for registration purposes; it will not include evaluative questions or require any confirming signatures.

**3. Priority determination for selection of faculty**

In the case of more faculty applying to attend the Great Teachers’ Seminar than positions available the following list of priorities will be adhered to.

1. Full time faculty who have not previously attended a Great Teachers’ Seminar in the following order:
2. Faculty in the tenure review process who have taught at Moorpark College for a minimum of one year (to a maximum of half or just over half of the number of available positions)
3. Other full time faculty on a first applied, first prioritized basis, as determined by the time the Senate application form is submitted electronically to the Senate Vice President

2. Adjunct faculty who have not previously attended a Great Teachers’ Seminar, on a first applied, first prioritized basis

3. Other faculty on a first applied, first prioritized basis

Only one faculty member per discipline may attend the same Great Teachers’ Seminar. In the case of more than one person applying from the same discipline to the same Seminar they will be prioritized as above.

**4. Administration**

The Academic Senate Vice President will be responsible for carrying out the necessary processes to enable faculty to attend the Great Teachers’ Seminar.