**Job Description for Self Evaluation Editor, 2011-12 *DRAFT 1, September 13, 2011***

The editor has two months, primarily between fall and spring semesters (December 6, 2011 until February 7, 2012), to review and revise the Self Evaluation to

* provide a single voice for a document written by many and
* insure
	+ consistency of information, layout, and style.
	+ adherence to Accrediting Commission for Community and Junior Colleges (ACCJC) style and manuscript standards. and
	+ correctness.

***The editor must follow the timeline.***

**Desired Qualifications:**

* Demonstrated experience with research manuscripts
* Demonstrated experience synthesizing multiple “voices” to produce a manuscript with one voice that does not distort facts or perspectives
* Ability to use active voice
* Ability to read for the “big picture” and themes, as well as the ability to read for detail and inconsistencies

**Remuneration:** .200 reassigned time or $4,000 stipend (part of Self Evaluation Committee [SEC] charge)

**Selection process:**

* + Academic Senate puts out call with job description
	+ Academic Senate Executive Board and College President interview applicants.

**Timeline:**

* Editor receives Self Evaluation Study from SEC at December 6th Accreditation Steering Committee (ASC) meeting
* Editor presents final document to ASC at February 7 meeting