

POSITION ANNOUNCEMENT

ASSISTANT PROFESSOR, AMERICAN INDIAN STUDIES

(Refer to position number 6420 on application)

Date opened: June 2, 2008

First screening deadline: 4:30 pm on Friday, September 12, 2008

Applications will be accepted until the position is filled.

Palomar College is an Equal Opportunity Employer (EOE)

PLEASE RETAIN THIS INFORMATION FOR YOUR RECORDS
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THE POSITION: This is a full-time, tenure-track, 10-month-per-year position scheduled to begin January 20, 2009.

DUTIES AND RESPONSIBILITIES: The American Indian Studies Assistant Professor will be responsible for teaching primarily in American Indian Studies and periodically in American Studies. Additional duties will include curriculum development, arranging performances and/or exhibitions of American Indian arts, and extracurricular interaction with Indian students and the local Indian communities. Participate fully in departmental activities and college governance and hold regular office hours. Teaching assignments may include day, evening, and/or weekend classes at the San Marcos campus and/or off-campus locations as part of contract responsibilities. Teaching assignments may also include distance education classes.

MINIMUM QUALIFICATIONS:

1. Must meet one of the qualifications listed under a) through c)*:
 - a) Master's degree in American Indian Studies.
 - b) Master's degree in Cultural Anthropology, American History, American Art History, Humanities, or American Studies and upper division or graduate coursework in at least one of the other constituent disciplines.
 - c) A combination of education and experience that is at least the equivalent of either qualification a) or b) above.

Candidates who do not possess the minimum qualifications as stated above, which includes degrees that have not been awarded at the time of application, are required to complete the Equivalency Qualifications Form that is included with the standard application.
2. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a community college.

***Note:** Only coursework completed at, and degrees awarded by, accredited institutions recognized by the U.S. Department of Education will be considered as satisfying the Minimum Qualifications. **Candidates who have earned degrees from foreign institutions** are required to submit both official translations and evaluations of their transcripts that have been prepared by a certified U. S. credential review service in order for the application to be considered. Visit www.naces.org for a list of commonly-used credential review services.

PREFERRED QUALIFICATIONS:

1. A Master's in American Indian Studies, American History, Cultural Anthropology, or Art History.
2. Computer technology literacy and familiarity with instructional software, including the ability to teach online classes and use innovative educational strategies.
3. Experience working with urban and/or reservation American Indian communities.
4. Experience in preservation and presentation of American Indian cultural resources and management.
5. Evidence of online teaching experience and/or certification in Blackboard or its equivalent.
6. Commitment to a student learning-centered college.
7. Evidence of a strong commitment to remain current in American Indian Studies and supporting disciplines.

SALARY AND BENEFITS:

1. **Starting Salary Range:** \$52,114.69 – \$81,530.99 annually. An annual stipend of \$1,274.18 shall be paid to any faculty member who has an earned Doctorate.
2. Academic training and teaching experience will form the basis for salary computation as determined by placement on the regular salary schedule of the College. Degrees are recognized on the salary schedule only when they have been awarded by an accredited institution. **For a salary estimate**, visit www.palomar.edu/hr/salaryinfo and use the links

for full-time faculty. Please note that a **maximum of step 8 at the appropriate salary grade** will be awarded to new faculty.

3. **Fully-paid employee benefits** for full-time employees include medical, dental, and vision insurance for employees and dependents; and life, disability, and long-term care insurance. Estimated value of these employer-paid benefits is approximately \$18,900 annually. All full-time, tenure-track faculty are enrolled in STRS (State Teachers Retirement System).

APPLICATION PROCEDURE: Submit **all** of the following documents by the first screening deadline of **September 12, 2008**. A separate, complete application package is required for **each** position for which you apply. Please do not include information that denotes age, race, sex, religion, or marital status, including photographs.

1. **Cover letter:** A letter of application addressing the following: **a) EACH POINT** listed under Minimum and Preferred Qualifications (if a particular qualification is NOT addressed, it will be assumed that you do not possess that qualification); **b)** your teaching philosophy; and **c)** any other pertinent position-related information not evident in the application materials.
2. **Palomar College Faculty Application for Employment:** Please complete and submit all applicable pages (Confidential Data Sheet is optional, but Attachment to Application is required). **Please note:** The Equivalency Qualifications Form portion of the application is required from all candidates who do not meet the minimum qualifications listed above (see item #5 below regarding transcripts for further details).
3. **Resume:** A current resume or curriculum vitae detailing education, experience and professional activity.
4. **Three professional letters of recommendation** written within the last three years by individuals who have a direct knowledge of your qualifications for this position. **Please note:** Letters or placement files may be submitted separately from other application materials and mailed directly by the writers of the letters to Employment Services, but state the position title and arrive by 4:30 pm on the close date so we may expedite the processing of your application. Teaching evaluations may not be submitted in lieu of letters of recommendation.
5. **Official transcripts indicating all graduate and undergraduate courses completed and degrees awarded** (unofficial transcripts will be accepted until date of employment). Candidates who have earned degrees from foreign institutions are required to submit both official translations and evaluations of their transcripts that have been prepared by a certified U. S. credential review service. **Please note:** Transcripts may be submitted separately from the application, but must indicate the position title and arrive by 4:30 pm on the close date so we may expedite the processing of your application.
6. **Supplementary Material: Optional** – The committee encourages the inclusion of teaching evaluations and/or portfolios, and documentation of Native American community work.

Submit all application materials to:

- **Mail:** Employment Services, Palomar College
1140 W. Mission Rd.
San Marcos, CA 92069
- **Fax:** (760) 761-3530
Faxed applications will be accepted **only** if followed by a hard copy sent by postal service)
- **In person:** Human Resource Services, room A-1

Questions regarding employment:

- Visit www.palomar.edu/hr/questions for detailed information about the hiring process.
- Email us at palomarjobs@palomar.edu. (Please note that we are unable to accept application materials submitted via email.)
- Call our office at (760) 744-1150 ext. 2200.
- TDD: (760) 744-7671

ABOUT THE COLLEGE: Palomar College, located in demographically diverse North San Diego County, was founded in 1946 and was recently designated a Hispanic Serving Institution by the U.S. Department of Education. The College serves approximately 30,000 students from a variety of backgrounds and offers more than 300 Associates Degree and certificate programs. To learn more about the College and the students we serve, visit www.palomar.edu/aboutpalomar.htm. Our core values include excellence, integrity, access, equity, diversity, inclusiveness, mutual respect, and innovation. To learn more about our vision, mission, and values, visit the Strategic Planning website at www.palomar.edu/plan.



HUMAN RESOURCE SERVICES

Employment Services

1140 West Mission Road ♦ San Marcos, CA 92069-1487

Job Line: (760) 744-1150 x4181 ♦ Website: www.palomar.edu/hr

(760) 744-1150 x2200 ♦ Fax: (760) 761-3530 ♦ TDD: (760) 744-7671 ♦ palomarjobs@palomar.edu

INSTRUCTIONS FOR COMPLETING ONLINE APPLICATION

1. **Fill out** all required form fields of the application, starting with the “Date of Application” field. Please attach additional sheets if more space is required for any section.

Helpful Hints:

- ***Hold the mouse cursor over the form field without clicking*** to view a description of what information is required in the field and suggested formatting tips.
 - ***Type the required information*** into the field.
 - ***Press the “Tab” key*** to move to the next field.
2. **Print** all pages of the application.
 3. **Sign** all required portions of the application.
 4. **Mail your completed application packet and other items listed in 1-6 of the Position Announcement to Employment Services.** Please note that we cannot accept application materials sent by email.
 5. **If you prefer not to complete the application online:**
 - You may ***save the application on your computer*** so it can be completed offline at a later time. Click the “Save” button (indicated by the floppy disk icon). Then, select the file or location where you wish the application to be saved on your computer. Finally, click the “Save” button. **Please note: saving the application to your computer will not save the information you type into the form fields.** If you wish to retain a copy of your application, please print a copy for yourself prior to submitting it to Employment Services.
 - You may ***print*** the application and ***fill it out by hand or typewriter***.
 - If you have access to a ***scanner***, you may also choose to ***print*** the application, ***scan*** it, and then ***type*** the required information into the form fields.
 6. **Technical questions or comments?** Please call (760) 744-1150 ext. 3043 or email palomarjobs@palomar.edu.

PALOMAR COLLEGE INFORMATION FOR APPLICANTS

PLEASE RETAIN THIS INFORMATION FOR YOUR RECORDS

Thank you for your interest in Palomar College! Please review the following information before submitting your application to be certain that you have done everything you can to enhance your potential for employment. If you have further questions about the hiring process, please visit our website at www.palomar.edu/hr/questions, or contact us by email at palomarjobs@palomar.edu, by phone at (760) 744-1150 ext. 2200, or by TDD at (760) 744-7671.

THE APPLICATION

- **Palomar College only accepts complete applications for positions that are currently open.** We cannot accept applications for positions that are not currently available, or resumes alone as substitution for an application.
- **One complete application package** is required for **each** position/department you apply for, unless otherwise noted.
- **Submit all required materials listed on page 2 of the Position Announcement.** You must submit all required materials even if you have applied for the same position in the past.
- Be sure that the information you list on your application is **complete, detailed, and clear with respect to the qualification of the position you are applying for** because meeting the minimum qualifications for a position does not assure that you will be invited to an interview.
- **Current District employees:** please provide information on past and present employment to the same degree of detail as any other applicant. **You are required to submit all application materials indicated on the Position Announcement, even if those materials are in your personnel file in Human Resource Services.** If you would like copies of materials from your personnel file to submit with your application, please contact Human Resource Services at ext. 2148.
- **You are required to answer the questions on the Attachment to Application (page 5), and to submit this sheet with your other application materials.** Based on Education Code regulations, we are required to verify your eligibility for employment with regard to criminal convictions. Employment Services will keep this sheet in a separate, confidential file apart from your application; it will not be seen by anyone on the Selection Committee.
- **Please answer the appropriate questions on the Confidential Data Sheet.** We are required by state and federal law to maintain records with respect to the demographic data of our applicants. The information is voluntary and will be used for statistical purposes only. Employment opportunities will not be affected if you do not provide the requested information. This sheet will also be kept in a separate, confidential file apart from your application.
- **If you need assistance during the hiring process because of a disability,** please note any accommodation needed on the **Confidential Data Sheet (page 6)**. You may also contact our office directly to discuss your needs.
- **We cannot copy your application materials. All materials submitted with your application become property of Palomar College and cannot be returned.** Therefore, if you wish to have copies of your materials, please retain them before submitting your application to our office.
- **All application materials are due in our office by 4:30 pm on the close date** via U. S. Mail, fax, or in person.
- **If you provide an email address on your application, we will notify you that your application has been received.** We will contact you approximately 1-3 weeks after the close date with this notification.

THE INTERVIEW

- **After the close date,** the Selection Committee will screen all **complete** applications that **meet Minimum Qualifications** for interview consideration.
- **You will be notified of your application's status** when our office begins scheduling interviews, typically 4-10 weeks after the close date. All candidates selected to interview will be notified by phone or email; those candidates who have not been selected will be notified via mail.
- **Palomar College only conducts interviews in person on our campus.** We cannot conduct interviews via telephone or videoconferencing.
- **The College is unable to reimburse applicants for expenses** related to the application and/or interview process.

EMPLOYMENT

- **All offers of employment are subject to administrative and Governing Board approval.** If you are offered a job during the interview process, be advised that the offer is not official until further approval is obtained.
- **Interviewed candidates will be notified of their application's status at the time the position is filled.** The candidate chosen to fill the position will be notified via phone; candidates not selected will be notified via mail.
- **The College reserves the right to re-open or extend recruitments at any time** in order to enhance the overall depth of the qualifications of the applicant pool.

List the areas of specialization within your major and minor that relate to the position for which you are applying.

Licenses or Credentials: List any applicable technical or professional licenses and/or credentials you hold (other than California Community College Credentials).

Name or Type	Date Issued	Where Issued	Expiration Date

Military Service Branch of Service: _____ Active duty from: _____ to: _____

If required for this position, please indicate your **California Driver's License Number** and expiration date:

Number: _____ Expiration Date: _____

Teaching/Counseling Professional Experience: List your current and past employers, assignments or volunteer activities, **starting with the most recent**. Include military experience and any previous experience with Palomar College. Please attach additional sheets as necessary to cover your remaining work history.

Please fill out all sections; do not say "SEE RESUME".

1. Educational Institution/Employer		Dates Employed	Summarize the nature of the work you performed and your job responsibilities, including subject(s) and level(s) taught.
		From (Mo/Yr) To (Mo/Yr)	
		Total Years and Months in Position	
Address			
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			
If part time, indicate percent of full time teaching assignment: _____%			
2. Educational Institution/Employer		Dates Employed	Summarize the nature of the work you performed and your job responsibilities, including subject(s) and level(s) taught.
		From (Mo/Yr) To (Mo/Yr)	
		Total Years and Months in Position	
Address			
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			
If part time, indicate percent of full time teaching assignment: _____%			
3. Educational Institution/Employer		Dates Employed	Summarize the nature of the work you performed and your job responsibilities, including subject(s) and level(s) taught.
		From (Mo/Yr) To (Mo/Yr)	
		Total Years and Months in Position	
Address			
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			
If part time, indicate percent of full time teaching assignment: _____%			

4. Educational Institution/Employer		Dates Employed From (Mo/Yr) To (Mo/Yr)	Summarize the nature of the work you performed and your job responsibilities, including subject(s) and level(s) taught.
Address		Total Years and Months in Position	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> If part time, indicate percent of full time teaching assignment: _____%			
Related Occupational Experience			
1. Employer			Summarize the nature of the work you performed and how it relates to the teaching assignment for which you are applying.
Address			
Job Title			
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	If part time, indicate percent of full time assignment: _____	Dates Employed From (Mo/Yr) To (Mo/Yr)	
2. Employer			Summarize the nature of the work you performed and how it relates to the teaching assignment for which you are applying.
Address			
Job Title			
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	If part time, indicate percent of full time assignment: _____	Dates Employed From (Mo/Yr) To (Mo/Yr)	
3. Employer			Summarize the nature of the work you performed and how it relates to the teaching assignment for which you are applying.
Address			
Job Title			
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	If part time, indicate percent of full time assignment: _____	Dates Employed From (Mo/Yr) To (Mo/Yr)	
4. Employer			Summarize the nature of the work you performed and how it relates to the teaching assignment for which you are applying.
Address			
Job Title			
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	If part time, indicate percent of full time assignment: _____	Dates Employed From (Mo/Yr) To (Mo/Yr)	

References: List three professional references **other than family members or previous supervisors** who have current knowledge of your ability to meet the requirements of this position.

Name	Position Title	Telephone	Address

Applicant Certification and Waiver

I certify under penalty of perjury under the laws of the State of California that all statements in my application for employment and any other information or documentation submitted in conjunction with my application for employment are true and complete to the best of my knowledge. I understand that false or incomplete statements or omissions of material facts in conjunction with this application for employment shall be cause for refusal of employment, or, if employed, cause for immediate dismissal.

I understand that, as part of the interview process, a thorough and complete background investigation may be conducted regarding my character, general reputation, professional characteristics, employment, work habits and educational background.

I authorize agents of Palomar Community College District to investigate and verify all statements made on this application to include contacting my previous employers and references provided by me. I further authorize my previous and current employers, as well as all educational institutions that I attended, personal references, and public or private agencies that have issued me either a professional or vocational license to release to the Palomar Community College District, any and all records and other information maintained in their custody and control and which regard any and all aspects of my employment relationship, history and educational background with said employers, educational institutions, personal references and public or private agencies. I understand and acknowledge that this authorization may permit positive as well as negative information to be released to the Palomar Community College District from the individuals listed as references herein and the agents or employees of my former employers to answer any inquiry relevant to my application, and I hereby release the foregoing individuals from liability for responding to such inquiries.

I understand that this application is not a contract, and it is not an offer of employment. If I am offered employment, such offer may be conditioned on submission to a physical or medical examination and my meeting lawfully required physical or medical standards for employment. I understand that if employed by the District, my fingerprints will be taken and I will be subject to a fee for a criminal records check. **I also understand that if employed I will be required to submit verification of my identity and authorization to work in the United States of America within three working days after employment begins, and that additional information about me will be required for statistical purposes.**

Applicant's Signature

Date

To expedite the processing of your application, please answer the following questions:

Are you currently an employee or student at Palomar College? ☐ Yes ☐ No

Have you applied for a **permanent** (non-temporary, non-adjunct) position at Palomar College since **June 1, 2004**?

☐ Yes ☐ No

**PALOMAR COLLEGE
ATTACHMENT TO APPLICATION FOR EMPLOYMENT**

Name: _____ Social Security Number: _____
Last First

Position/Department: Assistant Professor, American Indian Studies

Position Number: 6420

For your application to be considered complete, you MUST answer the following questions and include this form with your application. Employment Services will detach this sheet and keep it in a separate, confidential file. It will not be seen by anyone on the selection committee.

The existence of a criminal record does not constitute an automatic bar to employment, with the exception of certain sex or drug offenses specifically prescribed by the California Education Code. In the cases of drug convictions, further consideration is given to personal rehabilitation efforts, as well as a certificate of rehabilitation and pardon.

1. Have you **ever** been convicted (this would include a plea, verdict, or finding of guilt or *nolo contendere*) of **any** crime? Please exclude traffic offenses or misdemeanor citations involving marijuana that are over two years old.

☐ Yes ☐ No

If yes, **explain in detail**, including the conviction date and Penal Code provision of conviction:

2. If your answer to question 1 is yes, have you received a certificate of rehabilitation or pardon, or has the accusation or information against you been dismissed pursuant to Penal Code Section 1203.4?

☐ Yes ☐ No

If your answer to question 2 is yes, **you must provide a description below of any other evidence that substantiates that you have been rehabilitated.**

Applicant's Signature

Date

PALOMAR COLLEGE

CONFIDENTIAL DATA SHEET

The information requested on this form is required by the regulations of the Department of Fair Employment and Housing. Employers in California are required to keep these records on file for a period of two years. For your protection and confidentiality, employers are ordered to store these records in a different location than your application for employment. This information is for data purposes only and is voluntary on your part.

Name: _____ Social Security Number: _____
Last First

Position/Department: Assistant Professor, American Indian Studies

Position Number: 6420

1. RACE/NATIONAL ORIGIN (please check one box only):

- ☐ CAUCASIAN (not of Hispanic origin): a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- ☐ AFRICAN AMERICAN (not of Hispanic origin): a person having origins in any of the black racial groups of Africa.
- ☐ HISPANIC: a person of Mexican, Puerto Rican, Cuban, Central and South American or other Spanish culture or origin, regardless of race.
- ☐ ASIAN or PACIFIC ISLANDER: a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. Indicate your appropriate group below:
- | | | | | | |
|-----------------------------------|------------------------------------|-----------------------------------|----------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Japanese | <input type="checkbox"/> Filipino | <input type="checkbox"/> Korean | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Asian Indian |
| <input type="checkbox"/> Hawaiian | <input type="checkbox"/> Guamanian | <input type="checkbox"/> Samoan | <input type="checkbox"/> Laotian | <input type="checkbox"/> Cambodian | |
- ☐ AMERICAN INDIAN or ALASKAN NATIVE: a person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

State tribal affiliation: _____

☐ DECLINE TO ANSWER

2. SEX: ☐ Female ☐ Male

3. AGE: _____

4. CITIZENSHIP: ☐ United States of America ☐ Other _____
Work Documentation Type or Visa and Expiration Date

5. **DISABLED:** As defined in Section 503 of the Rehabilitation Act of 1973, a disabled person is one who: 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment.

☐ I am a disabled individual. _____
Indicate any accommodation you require to assist you in the employment process.

6. HOW DID YOU LEARN ABOUT THIS POSITION? Check all that apply:

- | | |
|---|---|
| 1. <input type="checkbox"/> 24-Hour Job Line | 7. Announcement: <input type="checkbox"/> Posted at: _____ |
| 2. Paper: <input type="checkbox"/> North County Times | <input type="checkbox"/> Letter from Palomar and/or The Registry |
| <input type="checkbox"/> Union Tribune | |
| <input type="checkbox"/> Other: _____ | 8. Website: <input type="checkbox"/> Palomar College |
| 3. <input type="checkbox"/> Professional Journal: _____ | <input type="checkbox"/> CalJOBS |
| 4. <input type="checkbox"/> Chronicle of Higher Education - print | <input type="checkbox"/> HERC (www.socalherc.org) |
| <input type="checkbox"/> Chronicle of Higher Education - web | <input type="checkbox"/> The Registry |
| 5. <input type="checkbox"/> Colleague/Friend/Relative | <input type="checkbox"/> Other: _____ |
| 6. <input type="checkbox"/> Human Resource Services | 9. <input type="checkbox"/> Other: _____ |

Palomar College Equivalency Qualifications Form

If you do not meet the minimum qualifications for your discipline or field, you must complete this form. Complete each portion of the form in detail to provide sufficient information to make a determination of equivalency. It is the applicant's responsibility to provide complete information. **Please do not state "see transcripts" or "see resume."** This application for equivalency will be reviewed by the Faculty Senate Equivalency Committee (allow minimum of 3 weeks).

Please type or print:

Name: _____

Proposed Class(es): American Indian Studies

The following questions provide documentation for the equivalency request.

- Academic Preparation:** List the institution, course number and title, date, course level (graduate, upper division, lower division), and number of semester or quarter units for all classes that apply to the field or discipline in which the equivalency is requested. Do not state "see transcripts." **Attach transcripts for all graduate and undergraduate coursework.**

Institution	Course Number	Course Title	Semester/Quarter Year	Course Level	# Sem. Units OR # Qtr. Units	
					Total Sem. Units _____	Total Qtr. Units _____

For Faculty Senate Equivalency Committee use only.

Total # Semester Units: _____

(1 quarter unit= 2/3 semester units)

2. **Workshops, Seminars, Other Training:** List the institution, seminar/workshop title, date, and number of hours for all seminars/workshops/etc. that apply to the field or discipline in which the equivalency is requested. **Attach all workshop and/or seminar certificates.**

Institution	Title of Seminar/Workshop	Dates	# Hours

Total # Hours: _____

3. **Work Experience:** List the name of employer, primary duties, and dates for all full-time and part-time employment that apply to the field or discipline in which the equivalency is requested. Do not state "see resume." **(If applicant is self-employed, the Verification of Occupational Experience form, available on request from Human Resource Services, is required.)**

Name of Employer	Primary Duties	Inclusive Dates				% Time Worked	# Yrs./Mos.
		From		To			
		Mo.	Yr.	Mo.	Yr.		

Total # Yrs./Mos.: _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Print Name Sign Name Date

.....

For HRS Use Only

Department Endorsement

☐ Yes ☐ No ☐ Unable to obtain

Completed by:

To be completed by the Chairperson of the Faculty Senate Equivalency Committee:

The applicant's academic and professional background is equivalent to:

☐ A. A. degree plus 6 years full-time work experience in _____

☐ B. S./B. A. degree plus 2 years full-time work experience in _____

☐ Master's degree in _____

☐ Master's degree in _____

with emphasis in _____

☐ Master's degree in _____

with certificate in _____

☐ Bachelor's degree in _____

and Master's in _____

☐ Eminence in _____

The equivalency is based on:

☐ Approved by the Faculty Senate Equivalency Committee.

☐ Disapproved by the Faculty Senate Equivalency Committee (state reasons).

Faculty Senate Equivalency Committee Chairperson

Date

Governing Board Approval Date: _____