

Excerpts of Contract Language Changes

XE

- A. Distance Education is recognized as an alternative mode of delivery that meets the needs of a diverse student population. The limitation on contract load that can be taught fully online is up to .6 .

Institutional Service

X H (formerly X G)

In addition to teaching and service hours heretofore described all full-time faculty, counseling faculty, library faculty, and student activity coordinators shall complete the balance of their expected work week through institutional service. The expectation is that full-time faculty perform five hours of institutional service per week. Institutional service includes but is not limited to non-instructional professional responsibilities, such as updating and revising curriculum, participating in improvement of instruction committees, participating in program review and assessment projects and completing these documents, attending department meetings, and participating in discipline activities. It is understood that participatory governance requires robust participation on committees and thus institutional service also includes substantive involvement on college or District committees and work groups (e.g. strategic planning committees, Academic Senate, accreditation, etc.), and / or serving as a club advisor for an active club. Attendance at graduation exercises is required.

X J 3, 4, and 5

J.3 The District Honors its commitment to part time faculty.

After the start of a semester, if a part-time faculty member has a class cancelled or reassigned to a full-time faculty member in the case of special circumstances as determined in consultation with the College president or designee, faculty member, and the Faculty Association, the part-time faculty member shall be compensated for the hours that he/she provided instruction and/or for the first week of instruction, whichever is greater, and will receive compensation for one additional hour for each unit of the course at the lab rate for Group 1, Step 1 of the faculty Hourly Salary Schedule (Appendix B).

J. 4 The college professional development committee in consultation with the college administration will identify orientation, training, workshop or professional development opportunities that are available for part-time faculty compensation. A total of one (3) hour compensation may be submitted for payment annually at Group 1, Step 1 of the Faculty Hourly Salary Schedule (Appendix B).

J. 5 To facilitate part-time faculty participation in discipline-directed assessment training, course level and/or program level assessment projects, the District will offer three (3) hours of compensation annually at Group 1, Step 1 of the Faculty Hourly Salary Schedule (Appendix B). Participating part-time faculty will submit to their respective College Professional Development Committee a self-reflective narrative identifying the application of knowledge resulting from their participation in the three (3) hours of assessment related professional development activities. The results of an individual faculty member's assessment shall not be used as a criterion of evaluation.

X O

Overload Assignments

Full-time faculty members shall be limited to a maximum overload of 0.667 FTE per term. Classes suitable for overload assignment shall be made available to qualified full-time faculty before being offered to part-time faculty. A full-time faculty member may only replace a part-time faculty member for an overload assignment prior to the first day of class. All instructional and/or faculty duties (including counseling, consortium/educational partnerships, adult education, contract education, special projects and/ or other work) done under the direction of or in the name of the District (whether credit, non-credit, or not-for-credit) for which faculty receive compensation from District resources or from monies paid to the District whether from general or restricted funds shall be calculated as part of faculty load (Article X, Section E) and compensated from the certificated salary schedules, except as articulated in Article XX, Sections G and H. Substitute teaching during any term, special projects work for institutional service in the winter and summer terms, and stipends are excluded from this calculation.

New section A in Article XI

A. Purpose of Evaluation

Given that the primary mission of each college and the district is to promote student learning, achievement, and success, strengthening the instructional skills and professional contributions of all faculty members is vital to fulfill our responsibilities to the community, the State, and the relevant accrediting body. As faculty play an essential role in the delivery of instruction and the academic life of the institution, focusing on evaluation for the purposes of continuous improvement is foundational to the life of

teaching and learning.

In this Article, full-time faculty are described as contract faculty (non-tenure track and tenure-track) and regular (tenured).

Article 11 B. 3

Every part-time faculty member shall be evaluated during the first term of hire (winter and summer included), once each year for the next two years, and at least once every three years thereafter. However, if a part-time faculty is assigned a class at a second college in the District within this cycle, that college shall have the right to evaluate the part-time faculty in the first semester at that college. The evaluation at the second college shall reset the cycle. When a part-time faculty teaches at two or more colleges within the District when the regular evaluation is due, then the department chairs or their designees at each college should confer to determine which college will perform the evaluation.

If a part-time faculty member does not have an assignment for a year, upon return the evaluation cycle will begin as in the first term of hire and thereafter, following a satisfactory evaluation, the three-year cycle will resume. If the break in service in the District is more than a year, the part-time faculty member shall be evaluated consistent with the process for a newly hired part-time faculty member.

Article 11.2.c.

At a minimum, the scope and process of the review shall include, written reviews by members of the committee, student surveys of at least two classes (or alternative instruments for non-teaching faculty), a classroom visitation by at least one of the peer reviewers and review of faculty syllabi as a mandatory component during the faculty evaluation process. The classes surveyed should represent the different modes of delivery in which the instructor teaches. The review shall include, but is not limited to adherence to subject matter expertise and evidence of subject matter currency; adherence to course outlines of record; timeliness and accuracy of census reports, positive attendance, grade rosters and other reports for which he/she is responsible; participation in assessment of student learning outcomes (SLO assessment results for individual instructors will not be included); fulfillment of flex-time obligations, fulfillment of institutional service as outlined in Article X.G, and shall include a self-reflective narrative statement regarding non-instructional duties.. This narrative statement should address institutional service and how the faculty member fulfills this obligation. Other non-instructional duties for which a faculty member receives reassigned time should be explained in the narrative. Elective and representative duties can only be discussed for non-evaluative purposes. Discussion of duties associated with other reassigned time cannot form the basis for a needs improvement determination. Any other discussion of the report is limited by the scope of the evaluation.

The review by the committee may include exploration of alternative delivery methods including computer, video, Internet and web resources or other electronic media; communication skill both oral and written. After completion of the formal review process, the committee may review, for informational purposes only, the faculty member's grade distribution and retention statistics. This information shall not be part of the formal review process or report.

Article 13 B.5—this reflects what is current practice and has been by agreement between District and Association for some time

For full-time faculty the usage of sick leave earned while teaching an overload assignment or teaching during an intersession will be reported in hourly increments, except when a full-time faculty member is using the Intersession Salary Schedule (summer pay) usage of sick leave is reported in half (1/2) day increments. For part-time faculty, usage of sick leave will be reported in hourly increments.

A new part 5 to article 13 section E

A part-time faculty member shall be eligible for a temporary leave of absence for death of any member of his/her immediate family, without loss of pay. The leave under this section shall not exceed three consecutive scheduled work days' absence, or five consecutive scheduled work days if out-of-state travel is necessary.

Article 13 F.2 on Personal necessity

For full-time faculty the total number of days used shall not exceed 7 for one academic year. For part-time faculty the number is up to a maximum of seven (7) hours per term, including summer and winter intersession not to exceed accrued sick leave.

Article 13 G on Military Leave Revised

G. Military Leave

Full-time faculty, including faculty teaching overload assignments, and part-time faculty whose district service and recent military service

Eligible faculty members, when temporarily called to active duty or for the purpose of attending training exercises shall be entitled to be paid their regular salary for the first thirty (30) calendar days of absence for the workdays they are absent from the District. The duty must occur during a paid status month of the employee's work year.

To qualify for the benefits provided, the unit member must forward a written request for leave, accompanied by a copy of the field order, to the appropriate college administrator prior to reporting for training or duty unless ordered to report immediately. Full-time faculty members working on overload assignments are eligible for the paid leave benefit if their eligible request for assignment was submitted prior to the date of the field order. Part-time faculty must have received an assignment to be eligible for the paid benefit.

A full-time faculty member meeting the requirements prescribed by law may also request and be granted an unpaid military leave under Education Code Section 87700.

For information on health benefits and sick leave during military leave, as well as information on reinstatement upon return from military leave, please refer to Administrative Procedure 7346 Employees Called to Military Duty.

A new Article 13 H2 on Jury Duty for part-time

2. Part-time faculty members called to jury duty shall be granted jury duty leave without loss of pay, provided that payment for jury duty leave shall not extend beyond the end of the semester or term in which the leave commences or the end of a part-time faculty member's assignment during the term, whichever occurs first.

Birth and Adoption as well as reference to Catastrophic Leave in Article 13

N. Birth or Adoption of a Child (Unpaid)

In accordance with Education Code sections 87784.5 a full or part-time faculty member may take up to 30 days of accumulated sick leave per school year, less any time taken for personal necessity, to care for a new child. The leave shall be within the first year of an of an infant's birth or within the first year of legally adopting a child.

O. Catastrophic Leave Program

The District has established as Catastrophic Leave Bank for full time and part-time faculty in accordance with Board Policy and applicable state law.

Revised List of Chair Duties: Appendix G

1. Provides opportunity for faculty participation in decision-making, maintains appropriate office hours, convenes and chairs regular meetings of the department, and communicates actions and information concerning district policies and procedures. Attends campus chair meetings.
2. Oversees the integrity of programs and courses within the department by ensuring that individual courses are taught according to the approved course outlines through coordinating and participating in the faculty evaluation processes for full and part-time faculty as outlined in the negotiated contract Article XI.
3. Within parameters established by the District/ college, develops class schedules -- offerings, locations, times, rooms -- and prepares teaching assignments to recommend to the college, which maintains right of assignment.
4. Provides leadership for program and curriculum planning and development as well as leadership in developing, advocating, and accomplishing departmental objectives through overseeing assessment efforts, coordinating the program review process and the formulation of reports for the Office of Academic Affairs/ Services, and providing guidance on grading and performance standards.
5. Recruits, interviews, and recommends for employment appropriate part-time faculty and substitutes to meet the needs of the department in accordance with District policies, and provides leadership for part-time faculty through coordinating orientation, mentoring, and providing instructional materials.
6. Monitors procedures -- such as credit by examination, course substitutions, grade changes, incomplete contracts -- and student petitions regarding adds, drops, and complaints.
7. Mediates student complaints in accordance with college and district policies.

8. In accordance with departmental policy, monitors book orders and instructional materials, orders and promotes appropriate library resource development.
9. Monitors area facilities and equipment and communicates maintenance needs to the appropriate resource.
10. Develops and recommends the department budget, oversees expenditures including travel requests, and maintains fiscal controls.
11. Depending on the needs of the department, coordinates the activities of the allocated classified staff of the department and participates in the evaluation process of classified personnel.
12. Serves an ex officio member of subcommittees if the department has these and maintains records of their actions.
13. Represents the department with community, governmental agencies, and advisory groups.
14. Encourages continued study and participation in professional organizations to maintain an understanding of current ideas, research, and practices related to the discipline, by passing on to faculty members in the department notices that come to the chair regarding professional development opportunities, conferences, etc.

Appendix J (formerly I—Side Letter on Calendar): New #12 on scheduling counselor/ librarian hours:

In the compressed calendar, in general, counseling faculty, library faculty and student activity coordinators work about a 42.25 hour work week (just as do all faculty under the compression). The scheduled contact time is calculated as follows with a 2:1 ratio: 30 contact hours x 18 (weeks)=540-24 (typically four 6 hour days when regular faculty are not scheduled to work, such as on graduation, holidays, the Friday after Thanksgiving)= 516 divided by 16 (weeks) =32.5 hours that must be scheduled per week. Although office hours are not regularly scheduled for this class of employees because of the unique nature of their duties, they do also have approximately a 42.5 hour work week as do all faculty under the compressed calendar. (And for all faculty, institutional service is not regularly scheduled, but is an ongoing, expected commitment). If a counselor or librarian is teaching a course, the prep time associated for that course should be subtracted from their scheduled hours. For example, for a 3 unit course, there are 3 hours of contact and three hours of preparation. The preparation time should be subtracted out of the scheduled contact hours.

Note: Anything incorporated directly from MOU—these MOUs are posted online.