

APPENDIX D

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
EXTRA PAY FOR EXTRA CURRICULAR ACTIVITIES
Effective July 1, 2015**

ATHLETIC COACHES	Reassigned Time	Stipend
Head Baseball Coach		\$5,941
Assistant Baseball Coach		\$4,155
Head Basketball Coach (Men's & Women's)	0.15	\$6,229
Assistant Basketball Coach (Men's & Women's)		\$4,155
Head Cross Country Coach (Men's & Women's)		\$4,811
Assistant Cross Country Coach (Men's & Women's)		\$3,890
Head Football Coach	0.3	\$7,780
Assistant Football Coach		\$4,155
Head Golf Coach		\$4,811
Assistant Golf Coach		\$3,890
Head Soccer Coach (Men's & Women's)		\$4,811
Assistant Soccer Coach (Men's & Women's)		\$3,890
Head Softball Coach		\$5,941
Assistant Softball Coach		\$4,155
Head Swim Coach (Men's & Women's)		\$4,811
Assistant Swim Coach (Men's & Women's)		\$3,890
Strength Coach		\$5,192
Head Tennis Coach (Men's & Women's)		\$4,811
Assistant Tennis Coach (Men's & Women's)		\$3,890
Head Track Coach (Men's & Women's)		\$5,192
Assistant Track Coach (Men's & Women's)		\$3,890
Head Volleyball Coach		\$4,811
Assistant Volleyball Coach		\$3,890
Head Water Polo Coach (Men's & Women's)		\$4,722
Assistant Water Polo Coach (Men's & Women's)		\$3,815
Asst. to Director, Athletics	0.3	\$5,941
OTHER ACTIVITIES		
Advisor to College Newspaper (Stipend for RCC only)	0.3	\$3,890
Advisor to Muse		\$3,890
Auxiliary Unit		\$3,890
Director of Marching Band	0.2	\$5,192
Director of Jazz Band	0.2	\$5,192
Director of Choir	0.2	\$5,192
Director of Dance	0.2	\$3,890
Director of Performing Arts (Orchestra, Winds, Guitar, Jazz)	0.2	\$5,192
Director, Art Gallery (for each college with a gallery)	0.4	\$3,114

Director Automotive Programs (T-Ten, Ford Asset, GM)	0.15	
Director, Pep Squad		\$3,890
Director, Production Printing	0.3	\$3,114
Director, Physical Science Stock Room		\$3,114
Director, Planetarium		\$4,619
Director, Forensics		\$4,155
Director, Theater	0.2	\$3,890
Model United Nations Coach		\$4,155
Articulation Officer (MVC/NC/RCC)	0.8	
Director, Cosmetology	0.2	
Director, Lighting Design	0.1	
Director, Dental Assisting	0.4	
Director, Dental Hygiene	0.4	
Director, Emergency Medical Services	0.4	
Director, Physician Assistant	0.8	
English and Math Liaison (RCC only)	0.2 for Fall & Spring with a 20 hour stipend in the Winter & an 80 hour stipend in the Summer	
Faculty Lecturer (Spring only)	0.2	
Instructor (Counseling) Puente Program	0.5	
Instructor (English) Puente Program	0.2 or 54 hrs. @ lecture rate	
Instructor , Study Abroad	0.2	
Umoja Type Program/T3P Instructor (English)	0.2 (Spring & Fall)	
Umoja Type Program/T3P Instructor (Counseling)	0.2 (Spring & Fall)	

ADDITIONAL CONSIDERATIONS

As other activities are introduced into the District extra-curricular activities program, proposed salary will be recommended to the Board of Trustees at that time. The listing of the foregoing activities shall not be construed to mean that the District cannot eliminate or modify any such activity.

Base Days - 176

Approved June 16, 2015 by Board of Trustees

Rev. 7/10/15

APPENDIX E

FACULTY LEADERSHIP, SHARED GOVERNANCE, AND PLANNING

A. Academic Senate

Academic Senate Reassigned Time and Winter Intersession Compensation

The District shall provide 3.3 reassigned time for the Academic Senate. The recommended distribution of this time each semester is as follows: .6 to the College Presidents, .1 to the College Vice Presidents, .2 to the District Senate President, .2 to the District Curriculum Committee Chair, and .4 to each of the College Curriculum Committee Chairs in the fall and .2 in the spring. The Tech Review District Chair receives .2. It is also recognized that each of the Senates may decide to redistribute this time periodically to address specific situations with the caveat that no one person may receive more than .6 of this allotment during any period, except for whomever serves as the District Senate President. In addition, the District shall provide a total of 70 hours at the faculty hourly rate (Appendix B) for the Academic Senates during the winter intersession. These 70 hours will be distributed at the discretion of the District Senate, with a maximum of 50 hours for use by the Academic Senate Presidents. This compensation is provided for necessary, legitimate, or agreed upon college business. The Academic Senate President and others selected by the Academic Senate Presidents will provide a timesheet specifying the hours worked and duties performed by the last day of the winter intersession.

B. Faculty Association

The District shall provide 2.9 reassigned time for the Association each semester to be distributed as determined by the Association with the caveat that no one person receives more than .6 of this allotment, except for the President during the fall and spring terms. The Grievance Chair shall receive .2 of this allotment. The District further agrees to allow a maximum of four (4) days of paid leave of absence per year to the Association President or his/her designee to perform Association business. The District shall be notified at least five (5) days in advance of when such leave is to be utilized.

The District shall provide a maximum of 70 hours at the faculty hourly rate (Appendix B) for the Association during the winter and/or summer intersession. These 70 hours will be distributed at the discretion of the Association President, with a maximum of 50 hours for use by the

Association President. This compensation is provided for necessary contractual, legitimate, or agreed upon college business. The Association President and others selected by the Association President will provide a timesheet specifying the hours worked and duties performed by the last day of the winter and/or summer intersession.

C. Accreditation

Accreditation is now an ongoing process. The lead faculty member heading the institutional self-evaluation and writing the report shall receive between a .4 and a .8 depending on the workload at any given point in the accreditation cycle and on the individual needs of the colleges. During off periods when no reports are due, the faculty lead may receive a .2.

D. Strategic Planning

Faculty Chair, Strategic Planning .2 fall and spring.

APPENDIX F

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
2015-2016 COORDINATOR SALARY SCHEDULE
Effective July 1, 2015**

COORDINATORS	Reassigned Time	Stipend
Coordinator, Assessment	.30	\$5,192
Coordinator, Program Review	.20	\$5,192
District Program Review Chair	.1	
Coordinator, Faculty/Professional Development (RCC)	.20 (Fall & Spring)	\$5,192
Coordinator, Faculty/Professional Development (MVC)	.20	\$3,805
Coordinator, Faculty/Professional Development (NC)	.20	\$3,805
Coordinator, Honors	.20 (MVC/NC) .40 (RCC)	\$5,192
Coordinator, International Education	1.0	\$5,192
Coordinator, Math Lab	.20 (MVC/NC) .40 (RCC)	\$5,192
Coordinator, CIS Lab	.20	\$5,192
Coordinator, Media Services		\$5,192
Coordinator, Performing and Fine Arts		\$5,192
Coordinator, Student Activities		\$5,525
Coordinator, Vocational Outreach		\$5,192
Coordinator, Writing and Reading Center	.30 (MVC/NC) .60 (RCC)	\$5,192
Coordinator, Foreign Language Lab	.20	
Coordinator, STEM	.20	\$5,192
Coordinator, Center for Communication Excellence	.20	

Approved March 18, 2008 by Board of Trustees

Rev. 7/10/15

APPENDIX G

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
DEPARTMENT CHAIRPERSON COMPENSATION**

Effective July 1, 2015

All Department Chairpersons shall receive a flat stipend of five thousand six hundred eighty-three dollars (\$5,683) per academic year for fulfilling duties as Department Chairperson.

In those instances where faculty head counts (full and part-time) exceed 100, chairs will receive an additional \$1,615 annually.

Approved June 16, 2015 by Board of Trustees

Base Days – 176

Revised 06/15

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
DEPARTMENT CHAIR SELECTION,
COMPENSATION, AND DUTIES**

Department Chairs and other elected positions shall be selected and compensated as set forth below:

- A. Eligibility. A Department Chair shall be selected from regular members as defined in Article I, Section D, who are assigned to the affected department. A contract faculty member shall be eligible only where the department (by majority vote) provides compelling reasons in writing to the President. Assistant Department Chairs or other positions designated by the department shall have the same eligibility requirements, except that contract faculty may serve after completing two (2) full years of service in the District if no regular faculty member chooses to serve. (Such vote or selection shall not have any effect or bearing on any tenure decisions by the District with respect to such faculty members.) Where no qualified candidate for the Chair position is available within the department, the department may recommend to the District to hire from the outside. When such hiring is authorized by the District, the District will follow normal search and hiring policies.
- B. Procedure for Selection. The initial recommendation for appointment as Department Chair and other positions designated by the department shall be based upon an election within the affected academic department. Departments shall elect a Chair and designate how any reassigned time that exceeds the .6 semester FTE maximum for the Chair shall be allocated within the department. Every contract and regular faculty member as defined in Article I, Sections D (1) and (2) shall be assigned to an academic department and shall be eligible to vote in such department. Voting privileges are not extended to temporary (one-year) faculty. No faculty member shall be eligible to vote in more than one department. All elections shall be by secret ballot and the person who receives a majority of votes from those eligible to vote (whether or not actually voting) shall constitute the departmental recommendation for either the Chair, Assistant Chair, or other positions designated by the department. Separate elections for Chair (or Co-Chair) position(s), the Assistant Chair(s), or other positions designated by the department shall take place. In departments with Co-Chairs or more than one additional elected position, the two (2) individuals who receive a majority of votes shall be the departmental recommendation. In the event three (3) or more persons receive a majority of votes, the two (2) with the greatest number of votes shall be the departmental recommendations. If a tie occurs between two (2) candidates, a run-off election shall take place, and the individual receiving the majority of votes shall be the recommendation from the department.

The existing Department Chair shall report the results and the recommendation(s) to the President. The President may either accept or reject the recommendation(s). If the President rejects the recommendation(s), the President will state his or her reasons in writing for such rejection. Upon such rejection, the affected department shall conduct another secret ballot election to recommend an acting Department Chair or Assistant Chair (for a maximum of one (1) semester). During such semester the department shall conduct another election for a faculty member to serve as Department Chair or Assistant Chair for a normal term.

If no person receives a majority vote for Department Chair or other elected position after three (3) secret ballots, a run-off election shall be held between the two (2) candidates receiving the most votes in the third secret ballot. If the department is electing two (2) or more positions, and neither of the candidates has received a clear majority, a run-off election shall be conducted, and the individuals receiving the greatest number of votes shall be the departmental recommendations.

If a department cannot elect a Department Chair, the President shall appoint an administrator as a temporary Chair.

- C. Term of Department Chair. The term for a Department Chair, Co-Chairs, Assistant Chair(s) or other positions designated by the department shall be three (3) years commencing after the last contractual working day of the spring semester of the year in which the selection is made. (The terms of the Department Chair, Co-Chairs, Assistant Chair(s), or other positions designated by the department shall run concurrently.) Elections shall be held in April. Since it is desirable to maintain a staggered election system to avoid a complete turnover of Department Chair in any one (1) year, terms of the current Department Chairs shall be continued through their full term and the elections will be held on the existing cycle.

The selection process provided above shall be followed with respect to selecting an acting Department Chair in the event of an extended leave period for an existing Department Chair.

- D. Removal of the Department Chair. The President may remove a Department Chair for incompetent service and neglect of duties and in such event shall provide notice to the person and the department at least ten (10) days prior to such removal. The Department Chair shall be provided written reasons for such action. The President shall consult with members of the department before taking final action. After such removal, the department shall hold a new election pursuant to the above specified procedures to fill the unexpired portion of such Department Chair's position.

At the written request of two-thirds of the eligible faculty members of an affected department, the President shall establish a formal hearing to determine whether or not a Department Chair should be recalled. All voting members of the department shall be consulted. If after consultation the President determines to recall the Department Chair, the department shall hold a new election pursuant to the above specified procedures to fill the unexpired portion of such Department Chair's term.

Removal of faculty members serving in other position(s) designated by the department shall be determined by the written rules and regulations of the department.

- E. Compensation of Department Chair. A Department Chair shall receive a stipend for fulfilling his or her duties as Department Chair from the first full service day through commencement of the academic year. The stipend will be added to the Chair's base salary by annotation of Appendix A1. (Two Co-Chairs shall share the stipend in proportions as determined by the department.) Other positions designated by the department do not receive additional compensation.

Departments shall also be allocated reassigned time from a normal teaching load as follows:

<u>Headcount</u>	<u>Semester FTE Reassigned</u>
0-24	.3
25-29	.35
30-34	.40
35-39	.45
40-47	.55
48-55	.60
56-64	.80
65+	1.0

At the discretion of the Department, Chair(s) may be allowed to go to .6 reassigned within the allocation.

Chairs of departments where faculty headcounts exceed 100 will receive a \$1,615 stipend.

NOTE: THIS CALCULATION WILL BE IMPLEMENTED ONLY IF IT PRODUCES A LOGICAL AND REASONABLE PRODUCT. THIS DECISION WILL BE JOINTLY MADE BY THE DISTRICT AND THE

ASSOCIATION. A count of all full-time and part-time faculty will be taken as of the census date of the fall semester, the winter intersession, and the spring semester. The department count totals will be divided by two (2). The resulting number of headcount full-time and part-time faculty will become the basis for the calculation of departmental reassigned time for the following academic year. The departmental reassigned time per semester will be allocated based on the chart above.

The figures in the chart above represent minimum reassigned FTE. The District will consider additional reassigned FTE for special or changing conditions.

In consideration of the stipend and the reassigned time, a Department Chair is expected to devote the time necessary to fulfill the responsibilities of such a position. At a minimum, a Department Chair will schedule regular weekly Chair office hours equal to 1.5 hours per .100 semester FTE reassigned. Each semester he/she will notify, in writing, all of the department's full- and part-time faculty, classified staff, and the appropriate dean of instruction of these regularly scheduled Chair office hours. It is understood that some of these contact hours will involve meetings and/or other District related activities at various college/District sites. Appropriate notice will be posted when the Department Chair is out of his/her office on related District business. These hours will be included on the Chair's Teaching Assignment form. When the Vice President of Academic Affairs/Educational Services or designee determines that the duties of the Department Chair or other faculty elected to positions designated by the department to be on the premises of the College after commencement to the first service day, the faculty will be compensated at the activity/laboratory rate (Column 1, step 3 of the Hourly Salary Schedule, Appendix B) to a maximum of \$1,000 for departments with 51 or more headcount and a maximum of \$450 for departments with fewer than 50 headcount. If the Department Chair is not available to perform such duties, he or she will first name a faculty member elected to a position designated by the department or, if such a faculty position does not exist, a faculty member approved by the department to act in his or her stead. If no such designee is named or if such designee is not available, the appropriate Dean of Instruction will carry out the District's responsibilities for the educational program under the terms of Article III, Section A.

F. Duties of the Department Chair

The duties were established in the negotiation process. See "Department Chair Duties" below.

G. Miscellaneous Provisions

1. No faculty member shall be required to serve as a Department Chair.
2. A Department Chair who elects to resign his or her position shall provide at least 30 day notice in writing of such intention to both the President and the members of the department.

DEPARTMENT CHAIR DUTIES

The Department Chair is a faculty leadership position with responsibility for an instructional department as designated by the District. While the Department Chair is a faculty member and does not have the authority to discipline other faculty, the Department Chair does have the responsibility to carry out policies formulated by the District and the Department, and the responsibility to report unresolved problems or violations of District policy to the appropriate administrator, and the responsibility to coordinate the activities of the department. The Department Chair receives compensation as provided for in Appendix G of this contract and performs the duties set below. Chairs are first and foremost faculty. To do their jobs effectively, they shall be provided by the Administration with appropriate data in already usable form and given sufficient windows of time in which to complete scheduling and other essential functions.

- A. 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.
- B. 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.
- C. 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.
- D. 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.

- E. 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.
- F. Monitors procedures—such as credit by examination, course substitutions, grade changes, incomplete contracts—and student petitions regarding adds, drops, and complaints.
- G. Mediates student complaints in accordance with College and District policies.
- H. In accordance with departmental policy, monitors book orders and instructional materials, and orders and promotes appropriate library resource development.
- I. Monitors area facilities and equipment and communicates maintenance needs to the appropriate resource.
- J. Develops and recommends the department budget, oversees expenditures including travel requests, and maintains fiscal controls.
- K. 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.
- L. Serves as an ex officio member of subcommittees if the department has these and maintains records of their actions.
- M. Represents the department with community, governmental agencies, and advisory groups.
- N. 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.

DEPARTMENTAL OPERATIONS

The Department is an academic unit of the College and has the responsibility for the academic disciplines under its jurisdiction. Under the convening

and representative authority of the Chair, each department functions as a community of teachers and scholars working collegially. To ensure consistency, all departments will follow the operational guidelines listed below:

- A. By majority vote, all departments will develop a written list of decision-making responsibilities delegated to the Chair by the department - such as articulation appeals, the hiring of part-time faculty in accordance with District policy, schedule development, student complaints, general office supply purchases, etc. A copy will be sent to the appropriate Dean of Instruction.
- B. By majority vote, all departments will establish written criteria for developing teaching assignments - such as seniority, rotation, special preparation/training, etc. that are not explicitly guaranteed in the Agreement. A copy will be sent to the appropriate Dean of Instruction.
- C. All major decisions not explicitly delegated by the department to the Chair(s) shall be by majority vote of the regular and contract faculty of the department. Major decisions include, but are not limited to, budget recommendations, remodeling requests, major equipment purchases, changes in curriculum, and program review of documents and plans. These decisions will be recorded in the department minutes and sent to the appropriate Dean of Instruction.
- D. All departments must have a general faculty meeting at least once a month. All faculty must be afforded the opportunity to contribute items for the agenda, which must be given to all members of the department three (3) business days before the meeting. Copies of the meeting minutes and agendas - including the names of the faculty members present or not present - will be forwarded to the appropriate Dean of Instruction.
- E. All regular and contract faculty, as part of their general responsibilities as full-time members of the College faculty, are expected to participate equally in the business of the department. The responsibilities include, but are not limited to, participating in the program review process and the formulation of program review documents, representing the department on college-wide committees, assessment projects, developing and revising curriculum, serving on departmental subcommittees, etc.
- F. Contract and regular faculty members of the department will assist the Chair and/or the Assistant Chair(s) in hiring and evaluating part-time faculty. Each department will develop a regular rotation to ensure that contract and regular faculty share the responsibility equally. Part-time faculty may be hired only after an interview that includes, at a minimum, two full-time members of the department, one of whom must be a member

of the discipline or related discipline of the applicant.

- G. Departments may develop other rules and regulations not explicitly addressed in the Agreement. A copy will be sent to the appropriate Dean of Instruction.

**ARTICLE 18
HOURS, WORKLOAD, COURSE AND SECTION ENROLLMENTS**

18.1 Primary Responsibility

No regular/contract faculty member shall hold regular/contract status with the District while holding regular/contract status in another District. Full-time employment with the District is the faculty member's primary employment obligation.

Regular/contract faculty are expected to devote themselves to the Chaffey Community College District with duties and responsibilities on a full-time basis; accordingly, no full-time faculty member may engage in personal business activities or work for compensation which would conflict with the professional responsibilities and activities as identified in Section 18.2.3.

18.2 Faculty Assignments

18.2.1 The District shall maintain load and assignment policies for the Chaffey Community College District consistent with the provisions of this Agreement.

18.2.2 In order to meet the educational needs of the District, the District shall have the right to assign or reassign bargaining unit members as needed. Assignments shall not be made capriciously or for punitive or disciplinary reasons.

18.2.3 Professional Service

- a) All contract/regular faculty shall provide a full professional service week.
- b) In addition to preparation for and performance of duties relevant to teaching, counseling, library and success center services, and health service nursing (depending on assignment), maintenance and timely submission of student records, and collegial sharing of syllabi with the first-level manager are professional service activities including but not limited to the following:
 - Maintenance of subject matter competency.
 - Student advising.
 - Faculty evaluation.
 - Maintenance of office hours.
 - Participation in district, school, or area committees and meetings (including hiring committees), as well as functions such as commencement.
 - Participation in program and curriculum development, student orientation and mentoring, program review and planning, accreditation, professional and staff development, and District promotional activities.
 - Participation in the development and implementation of Student Learning Outcomes.
 - Participation in district, school, or area committees and meetings as a CCFA appointee.
 - Work direction to instructional aides, apprentices, and tutors.
 - Educational enrichment activities.
- c) If commencement falls on a service day, attendance at the annual graduation exercises is part of the contractual obligation of all regular/contract faculty members.

18.3 Load and Load Factors

18.3.1 The full-time teaching base load shall be fifteen (15) equated hours per week (100.00 FTEF annually).

18.3.2 The full-time non-teaching (counselors, reference librarians, health service nurses, and instructional specialists) base load shall be thirty-two (32) hours per week (100.00 FTEF annually) or .46875 (=15/32) equated load factor.

18.3.3 The annual load for each full-time faculty member shall be thirty (30) equated hours on the semester system.

18.3.4 Teaching faculty load factors shall be as follows:

- a) All lectures (as designated by the Course Outlines of Record) shall be equated at 1.0.
- b) All music and dance studio group performances (as designated by the Course Outlines of Record) shall be equated at 1.0.

The Faculty Association and the District agree to establish a workgroup to research and evaluate the following:

- Possible implementation of stipends for production based courses
- Reconcile load conflicts between/among open entry/exit and studio and lecture/lab courses
- Clarify the use of “group performance” in the contract and “performance” in the COR and application to load

The workgroup will consist of three faculty members appointed by the Faculty Association, three members appointed by the administration, and a seventh member who shall be selected by the other six members. One member from each group will include a 2014/15 negotiating team member.

By July 1st this workgroup will commence meeting in order to implement for the 2016/17 scheduling cycle. Recommendations will be presented to the negotiations teams by November 1, 2015. Faculty shall be compensated at the prevailing non-service day committee rate for meetings that occur on non-service days. The cost shall be shared equally between the District and the Association.

- c) Mainstage performing arts productions receive an additional two (2) contact hours for the term during which production is staged.
- d) Courses with significant English composition requirements (as designated by the first-level manager in consultation with the area faculty) in which the skill of writing is the primary focus of the course shall be equated at 1.25 of a contact hour.
- e) Instructors in work experience courses must comply with all provisions of the California Education Code and Title 5 pertaining to Cooperative Work Experience Education including, but not limited to, teaching/advising students and visiting their off-campus work sites at least once per term.
- f) The primary loading variable for internship, externship courses (as designated by the first-level manager in consultation with the area faculty), cooperative work experience, and occupational work experience courses (as designated by the Course

Outlines of Record) is the number of students involved. Each student shall count as .40 FTEF. A full-time load shall equal 125 students per term as of census headcount.

- g) All open entry/open exit labs (as designated by the Course Outlines of Record) shall be equated at .60 of a contact hour.
- h) The base load for assignments in directed learning/supplemental instructional activities, including but not limited to the student success centers and for instructional specialists working in the student success centers shall be equated at .46875 (=15/32) equated load factor.
- i) All laboratories (as designated by the Course Outlines of Record) shall be equated at .80 of a contact hour except those identified in 18.3.4(g) and (h). Laboratories in the schools of Mathematics and Science and Health Sciences (as designated by the Course Outlines of Record) shall be equated at .90 of a contact hour except those identified in 18.3.4(g) and (h).
- j) Any section (except open-entry/open-exit labs) may be team-taught by two (2) or more instructors with the equated load (hours) split between (among) the participating instructors.
- k) With the agreement of the instructor(s), the first-level manager(s) and the Chief Instructional Officer, large lecture sections may be assigned with the following load factors:
 - l) When a section with a predetermined enrollment of sixty to eighty-nine (60-89) has enrolled students in numbers within those limits at the end of the last day to add the section as determined by the academic calendar: 1 hour = 1.5.
 - 2) When a section with a predetermined enrollment of ninety (90) or more students has enrolled at least that number at the end of the last day to add the section as determined by the academic calendar: 1 hour = 2.0.
 - 3) Load factors for predetermined large enrollment sections shall be applied to temporary (part-time) assignments with the provision that it shall not exceed the requirements in Section 18.7.1. Additional compensation will be applied as per items 1 and 2 above at the prevailing hourly rate.

18.3.5 Office Hours

- a) Each contract/regular teaching faculty member shall schedule, post, and maintain at least five (5) office hours per week, held on at least three (3) separate days at reasonable and appropriate times for the faculty member's schedule and during the assigned academic year for consulting with and assisting students. Exceptions may be granted by the first-level manager. With first-level manager agreement and under provisions of 6.1, faculty members who teach other than full-term sections as part of their load may schedule an equivalent number of office hours at reasonable and appropriate times for the sections they are teaching. Such agreement does not preclude the first-level manager's right to assign or schedule professional service activities.

All office hours shall be in officially assigned District facilities or sites except as provided in Article 19, section 19.6.

- b) For full-time faculty with less than a full-time load, office hours shall be pro rated.

- c) For final examination period office hour obligations, refer to 18.12.
- d) No office hours shall be required for those faculty whose full load consists of open-entry/open-exit labs described in Section 18.3.4 (g).
- e) All office hours shall be scheduled for a minimum of 30 minutes.

18.3.6 Load Averaging

- a) A contract/regular faculty member who has a load assignment that exceeds fifteen (15) equated hours by less than one (1) course in a semester may designate the excess for compensation or load averaging. The designation shall be made at the time of scheduling. Whole courses in excess of fifteen (15) equated hours may be averaged by mutual consent of the first-level manager and the contract/regular faculty member. Averaging shall be completed within a two (2) year period.
- b) Contract/Regular faculty members shall not be required to work overload. Any contract/regular faculty member whose assignment exceeds the annual base equated hours (18.3.1 or 18.3.2) will be compensated for the excess at the prevailing hourly rate unless load averaging has been applied.
- c) If a contract/regular faculty member has an annual assignment of less than thirty (30) equated hours, the assignment shall be increased in the subsequent academic year to create an average of thirty (30) equated hours per year for the two (2) years.
- d) All assignments shall be adjusted within two (2) years. Exceptions shall be by mutual agreement between the Chief Instructional Officer/Chief Student Services Officer and the faculty member.

18.4 Faculty on Special Assignment

The appropriate vice president or designee may contract in writing with individual bargaining unit members to perform special services or assignments to be compensated at the prevailing instructional support hourly rate reassigned time or stipend. The special assignment shall provide demonstrable enhancement of learning opportunities for students and/or enhancement of institutional effectiveness as determined by the appropriate vice president or designee. Under circumstances in which an assignment is open District-wide, the Association will be consulted prior to the assignment.

Assignment(s) beyond the 176 regular contract service days for faculty and 196 days for counselors and Radiologic Technology faculty may be assigned with the faculty member's consent, compensation for which shall be determined at the appropriate prevailing hourly rate.

Faculty on Special Assignment shall mean a temporary assignment of a faculty member to perform work which:

- 1) Is outside the normal requirements of that faculty member's assignment and responsibilities as identified under Section 18.2.3.
- 2) Is performed with the mutual agreement of the District and the faculty member.
- 3) Is performed under the supervision of the District.

18.5 Special Assignment

18.5.1 Health Sciences

a) Associate Degree Nursing (ADN) Program

For the academic year, the Faculty Director of the ADN Program shall receive 87 FTEF reassigned time. Compensation for any special assignment responsibility beyond the academic year shall be at the current instructional support hourly rate, not to exceed 120 hours per fiscal year.

Based upon requirement of the B.R.N., if it is determined the position of Director – A.D.N. Program requires more reassigned time, the District reserves the right to fill the position with an administrative director. In such case, the Faculty Assistant Director – A.D.N. Program shall receive 25 FTEF reassigned time.

b) Radiologic Technology (RT) Program

The Faculty Director of the RT Program shall receive \$17,000 annually. In order to meet the needs of the program, a maximum of twenty (20) additional service days (beyond the specified contracted service days as identified in 17.3.2) will be required of the faculty director of the RT program. These additional service days will be performed on non-service days as determined in consultation with the faculty director of the RT program and the first-level manager.

The Clinical Coordinator of the RT Program shall receive \$8,500 annually. In order to meet the needs of the program, a maximum of twenty (20) additional service days (beyond the specified contracted service days as identified in 17.3.2) will be required of clinical coordinator of the RT program. These additional service days will be performed on non-service days as determined in consultation with the clinical coordinator of the RT program and the first-level manager.

Each of these RT faculty members may elect to convert a portion of the stipend to reassigned time in accordance with 18.5.6.g.

The faculty member serving as the program Radiation Safety Officer is responsible for maintaining, updating, repairing, monitoring, and certifying program equipment. The Radiation Safety Officer shall receive the stipend for the Facilities and Equipment Responsibilities Stipend as per Article 18.5.6.g.

18.5.2 Faculty Success Center Facilitator

a) The Faculty Success Center (FSC) Facilitator shall receive 100 FTEF reassigned time. If mutually agreed to, the assignment is annually renewable for a maximum of three years. Such renewal will be announced by April 15 of each year. At the end of three years or if the position becomes vacant, the position will be reopened, and all eligible applicants will be considered.

b) To be eligible for this position the faculty member must be a full-time regular faculty member.

- c) An advisory group of three (3) to five (5) faculty selected from and by the Faculty Success Center Advisory Committee shall assist the appropriate first-level manager in the selection of the facilitator. An attempt shall be made to ensure all types of faculty assignments (instructional, career technical, and instructional support) are represented in the advisory group.
- d) In collaboration with the appropriate first-level manager, the advisory group shall review the position advertisement and application materials, assist in the development of interview questions, participate in the interview(s), and provide analysis to the dean regarding specific strengths and weaknesses of the interviewed candidates.
- e) When a Faculty Success Center summer program is offered, the FSC Facilitator will be required to work an extra service/overload assignment that will be compensated at the appropriate instructional support hourly rate.
- f) Prior approval of the appropriate first-level managers for extra service/overload assignment during the academic year is required, and such assignments must comply with article 18.8.
- g) Extra service/overload assignments outside of the Faculty Success Center during the summer term shall be with prior approval of the appropriate first-level managers, and such assignment must comply with article 18.5.5.
- h) The FSC Facilitator shall be evaluated in the first and third year of the appointment. The evaluation shall address the duties and responsibilities as set forth in the position description and shall include a written self-evaluation; peer evaluations; student evaluations; a written evaluation by the appropriate first-level manager, which may include commendations, recommendations, and the confidential input of appropriate staff members and peers. In the event that the incumbent is selected for another three year assignment, he or she shall be evaluated on the third year of the new assignment unless an additional evaluation is initiated by a first-level manager consistent with 20.8.1(b) and in accordance with the evaluation procedures outlined for this position.
- i) Upon leaving the FSC Facilitator assignment the faculty member begins a new three-year evaluation cycle in accordance with the procedures identified in Article 20.
- j) Evaluation Components—The comprehensive evaluation for the FSC Facilitator shall comprise four (4) distinct components: peer, administrator, student, and self-evaluation.
 - 1) Peer Evaluation Committee: Peer evaluations shall be obtained through written survey of regular, contract, and part-time faculty. A minimum of ten (10) and a maximum of twenty (20) faculty shall be chosen by mutual consent from participants in Faculty Success Center activities. The FSC Facilitator District evaluation form shall be used. The first-level manager will conduct the survey, tabulate and summarize its results, and share the results with the FSC Facilitator.
 - a. Composition of the Peer Evaluation Committee: The committee shall be two (2) eligible faculty members as defined in Section 20.1.5. The evaluatee shall name one (1) faculty member and then the evaluatee and faculty member will consult with the first-level manager or designee on the selection of the second faculty member. Of those faculty selected, one must be a current member of the Faculty Success Center Advisory Committee.

- b. The Peer Evaluation Committee has the responsibility to observe and evaluate a faculty member's total performance of duties and responsibilities.
 - c. Prior to the evaluation of the FSC Facilitator, the Peer Evaluation Committee shall elect a chair. The chair shall coordinate with the first-level manager or designee to collect evaluation materials. The committee chair shall make every reasonable effort to complete the compilation at least one (1) week in advance of the conference with the evaluatee.
 - d. The evaluation shall include the following: a review of the self-evaluation, a review of peer surveys, visitation/observation of Faculty Success Center activities and duties, review of student evaluations, fulfillment of professional responsibilities as indicated in Section 18.2.3, and evidence of effective working relationships with staff and students.
- 2) Administrator Evaluation: The administration recognizes that satisfactory performance by a faculty member can be achieved in a variety of ways.
- a. Management has the responsibility to observe and evaluate a faculty member's total performance of duties and responsibilities.
 - b. The evaluation shall include the following: a review of the self-evaluation, a review of peer surveys, visitation/observation of Faculty Success Center activities and duties, review of student evaluations, fulfillment of professional responsibilities as indicated in Section 18.2.3, and evidence of effective working relationships with staff and students.
- 3) Student Evaluation
- a. Student evaluations of the FSC Facilitator are conducted at the direction of the Peer Evaluation Committee as part of the formal evaluation. The Peer Evaluation Committee may designate non-faculty to administer student evaluations.
 - b. The Faculty Success Center student evaluation forms shall be relevant to the learning process or service provided and within the scope of the student's experience.
 - c. The process and content of the student evaluation shall maintain student confidentiality.
 - d. The Faculty Success Center student evaluation forms will be distributed to at least two (2) separate activities in which students are participants during the semester of evaluation. The evaluatee and the Peer Evaluation Committee will each choose one (1) activity. By mutual agreement between the FSC Facilitator and the Peer Evaluation Committee, additional activities may be included in the evaluation.
 - e. A compilation of the student responses will be prepared by the first-level manager or designee and forwarded to the chair of the Peer Evaluation Committee.
- 4) Self-Evaluation: The FSC Facilitator shall provide a self-evaluation using the Instructional Specialist self-evaluation form. It shall address, among other items, the FSC Facilitator's fulfillment of professional responsibilities as referenced in

Section 18.2.3 and an assessment of his or her own performance. The FSC Facilitator will share the self-evaluation with the Peer Evaluation Committee and the first-level manager or designee. The self-evaluation will become part of the evaluation report.

18.5.3 Faculty Advisors

The following list of faculty advisors shall be compensated, at the District's discretion, with three (3) equated hours reassigned or four and one-half (4.5) hours per week at the current instructional support hourly rate.

- a) Student Newspaper
- b) Student Government

18.5.4 Small Department Grant

In recognition that faculty in departments with one (1) or two (2) full-time faculty members have sole responsibility for performing the professional services necessary for the year-to-year operation of the department, a small department grant of \$2,000 per academic year is established. The grant shall be given to the department and distributed at the discretion of the full-time member(s) of the department. To be eligible for this grant the department must submit the distribution decision in writing to the first-level manager by April 15th of the preceding academic year. The submission must include the names, responsibilities and distribution of grant funds for the following academic year. Any recipient of small department grant money must be a full-time faculty member in the department to which the grant is awarded and may only receive one (1) small department grant or educational services coordinatorship per year. Exceptions must be by mutual agreement of the first-level manager, in consultation with the Chief Instructional Officer, and the full-time faculty of the department.

Small department grant responsibilities shall be limited to:

- Recruit, interview, recommend and orient part-time faculty members
- Perform community/industry outreach relative to their discipline or program
- Perform other specific duties that exceed the regular scale of 18.2.3

Beyond the above, facilities and equipment maintenance responsibilities may be appropriate. This additional responsibility for the maintenance, updating, and repair of equipment and facilities that significantly exceeds that which is expected of a classroom instructor will be predetermined by the administration and compensated as provided in 18.5.6(g).

18.5.5 Labor Management Committee to work through the following issues related to health sciences:

- Research the mandated external regulations and accreditation standards governing these programs.
- Identify qualifications and responsibilities of program directors.
- Clarify director and coordinator responsibilities and compensation.
- Develop a process for requesting a FOSA to write accreditation and/or licensure reports.
- Explore other areas that may have similar reporting to outside licensing/accrediting agencies and determine if additional support and compensation is appropriate.

18.5.6 Educational Services Coordinator

- a) Administration shall determine the need for educational services coordinator assignments upon the recommendation of the first-level manager. In order to meet the needs of the District, a maximum of twenty (20) additional service days (beyond the specified contracted service days as identified in 17.3) will be required of educational services coordinators. These additional service days will be performed on non-service days as determined in consultation with the educational services coordinator and the first-level manager.
- b) Educational service coordinators are appointed by the first-level manager for the purpose of assisting the first-level manager as described in Section 18.5.6(g).
- c) The District retains the right to employ the term "coordinator" for other staff assignments.
- d) Appointments to educational services coordinator positions are additional assignments which are subject to annual approval of the Governing Board.
- e) Faculty on sabbatical leaves shall not retain coordinator assignments.
- f) Programs which are mandated by accreditation standards shall have coordinators appointed in accordance with these standards.
- g) The coordinator duties shall be performed outside of his/her regular assignment including office hours. To provide assistance to the first-level manager in carrying out his/her duties and responsibilities, the position of educational services coordinator shall be established in accordance with the specific duties set forth below:
 - Developing course, section, and faculty schedules
 - Developing schedules as appropriate for non-faculty employees and interns
 - Maintaining adequate part-time faculty pools
 - Arranging appropriate selection committees
 - Providing faculty orientation
 - Facilitating evaluation of contract and part-time faculty
 - Convening meetings with faculty as necessary
 - Attending Coordinator Council meetings
 - Assisting in processing student concerns
 - Reporting and liaison as required by external entities (advisory committees, hospitals, police, prison, and fire agencies, professional organizations, relevant business and industry personnel, other public and private agencies, including liaison with secondary and postsecondary discipline specific programs)²
 - Coordination of institutionally mandated/initiated programs for retention and student success
 - Grant writing, implementation and reporting
 - Ensuring the maintenance of required articulation with appropriate institutions
 - Assisting in student placement, auditions, interviews, etc.
 - Performing responsibilities that are particular to the program such as travel
 - Fiscal requirements (purchases, inventory procurement, budgeting, etc.)

² In programs where such requirements for external entities significantly exceed those which are expected of a coordinator, FOSA compensation for affected faculty may be warranted (See 18.4).

- Coordination of program review and other program development including policy, procedure, student learning outcomes
- Coordination of curriculum development
- Operations at multiple sites
- Interdepartmental service to campus departments and programs
- Safety issues, development of program specific policies and procedures

In fulfilling these responsibilities, the coordinator must be able to create and maintain an effective working relationship with the first-level manager, faculty and staff; provide a full professional service week to students, staff, and the first-level manager; and accomplish organizational/operational duties in a timely manner.

In some instances, facilities and equipment maintenance responsibilities may be included in coordination duties. This additional criterion is defined as responsibility for the maintenance and repair of equipment, updating equipment and facility responsibility that significantly exceeds that which might be expected of a classroom instructor.

h) Educational Services Coordinator Compensation and Stipend

The educational services coordinator compensation and stipend is determined by the matrix set forth below.

Classroom* Coordinators	Annual Compensation	Non-Classroom Coordinators
Specific Duties (as identified in 18.5.4(f)) + Annual Faculty Headcount		Specific Duties (as identified in 18.5.4(f)) + Fiscal Year Operational Budget
0-15	\$11,000	\$0-\$200,000
16-30	\$13,000	\$200,001-\$400,000
31-45	\$15,000	\$400,001-\$600,000
46-60	\$18,000	\$600,001-\$800,000
61-75	\$21,000	\$800,001-\$1,000,000
76-90	\$24,000	\$1,000,001-\$1,200,000
91-135	\$27,000	\$1,200,001-\$1,800,000
136+	\$30,000	\$1,800,001+
Annual Stipends		
Facilities/Equipment Responsibilities	\$2,000	
Longevity	See below	

*Credit courses, including ESL, as listed in the Schedule of Classes

Full-time and part-time faculty headcount, as determined by the Office of Instruction, shall be estimated based on prior fiscal year total headcount at census and adjusted (increased or decreased) for the current year after the spring term census. The adjusted (increased or decreased) compensation shall, whenever possible, be distributed evenly over the remaining primary term payments. Operational budget shall be based on the adopted budget and adjusted based on the final budget.

Facility and equipment responsibility will be predetermined by administration and the stipend added to the compensation for educational service coordinator assignments.

Longevity: After completing four (4) semesters as an educational services coordinator, a longevity stipend in the amount of \$300 shall be paid and every year of coordinator service thereafter increased an additional \$100 annually. If a break in service as a coordinator exceeds five (5) years, longevity is lost. All coordinator positions will be re-advertised when a single person has been actively serving for five consecutive years, and the position has not been advertised during that time.

A coordinator may elect to convert a portion of the stipend to reassigned time, not to exceed 40.00 FTEF at a cost of \$1,100 per equated hour. In programs for which reassigned time is mandated, the coordinator shall elect not less than the mandated reassigned time, and the stipend shall be reduced accordingly. The collective amount, which shall be allocated first by mandated programs and then by seniority number, for the entire group shall not exceed 440.00 FTEF during any academic year. If a coordinator elects to convert a portion of the stipend, the request must be received by Human Resources no later than one (1) week after the coordinator assignment is determined. Under special circumstances, extensions to the deadline date may be granted by the Executive Director of Human Resources.

- i) The minimum qualifications for each position shall include demonstrated sensitivity to and understanding of the diverse population the District serves; possession of the state minimum qualifications; one (1) year of appropriate training, internship, or leadership experience reasonably related to the assignment, which may, but need not be, concurrent with the required full-time service; or equivalent. Desirable qualifications may include, but not be limited to, program-specific experience.
- j) The district shall advertise new, vacant, or reconfigured positions in accordance with established Human Resources recruitment practices. An advisory group of three faculty shall assist the dean in the selection of the coordinator. The advisory group shall consist of:
 - One (1) faculty member from the educational area in which the coordinator shall serve, chosen by the first-level manager
 - One (1) faculty member from the coordinated area(s), chosen by the faculty members of the coordinated area(s)
 - One (1) faculty member from the coordinated area(s), chosen by the above two faculty.

If there are too few faculty available to serve from the coordinated area(s) then selection shall be made from the educational area or related area.

The advisory group shall review the position advertisement and application materials, work with the dean to develop interview questions, participate in the interview(s), and provide analysis to the dean regarding specific strengths and weaknesses of the interviewed candidates.

- k) In the event that the coordinator position cannot be filled from the ranks of currently employed contract/regular faculty members, the first-level manager may select a former academic employee, including emeritus faculty, who meet the minimum qualifications for an educational services coordinator. If the coordinator position cannot be filled from the above, the first-level manager may select a temporary, part-time hourly employee.

l) Evaluation of Educational Services Coordinators:

The educational services coordinator shall be evaluated in the first year of appointment and then biennially thereafter. The evaluation shall address the duties and responsibilities as set forth in the position description and shall include a written self-evaluation; a peer evaluation; a written evaluation by the appropriate first-level manager, which may include commendations, recommendations, and the confidential input of appropriate staff members and peers.

Peer evaluation shall be obtained by a written survey of regular, contract, and part-time faculty and other non-management employees in the coordinated program(s) or related areas not to exceed a total of ten (10) employees chosen by mutual consent. In addition to the peer evaluations obtained by mutual consent, the first-level manager will accept timely survey responses from any faculty in the coordinated area(s). The first-level manager will give two (2) weeks notification of the deadline for such responses to the faculty in the coordinated area(s). The standard District evaluation forms shall be used. The first-level manager will conduct the survey, tabulate and summarize its results, and share the results with the coordinator. A summary of the survey results will be made available by the first-level manager for review upon request of the staff and faculty in the coordinated program(s) or department(s) for a period of one (1) month following the evaluation.

18.5.7 Summer Session

- a) Except with the approval of the administration, the summer school maximum load per session shall be .67 of a bargaining unit member's regular session load.
- b) All faculty for summer sections shall be compensated at the prevailing board-approved hourly pay rate. Summer school instructors whose section or sections are canceled on or after the first scheduled section meeting due to insufficient enrollment shall be compensated the equivalent hourly pay for two (2) meetings for each section canceled.

18.6 Counselors: Work Schedules

18.6.1 The base load for counselors shall be thirty-two (32) hours per week. These thirty-two (32) hours shall primarily include scheduled counseling hours directly with students with any schedule changes for professional activities approved by the first-level manager. Contract/regular counselors shall be on an eleven (11)-month contract.

18.6.2 An eleven (11)-month contract is defined as covering the twelve (12)-month calendar year with counseling assignments based on flex-time schedule options that meet the peak periods and other legitimate needs of the District.

18.6.3 All regular contract counselors are expected to be scheduled during peak periods.

18.6.4 Flex-time and peak-period counseling assignment schedules covering the twelve (12)-month calendar year shall be determined:

- a) In consultation with the counselor and the first-level manager. (Refer to Section 18.10.1.)
- b) In the event that the District's needs are not being met by (a) above, the principle of inverse seniority will prevail.

- c) Once a counselor has been assigned by inverse seniority, his or her name rotates to the top of the seniority list and that counselor will not be assigned involuntarily to another flex schedule until all other counselors on the list have completed an assigned flex-time.

18.6.5 If a counselor is voluntarily scheduled for a Saturday and/or Sunday as part of the regular assignment load, such individual will not be scheduled for assignment load during an equivalent number of weekdays (Monday through Friday), as mutually agreed to in writing by the faculty member and the first-level manager.

18.7 Temporary (Part-Time) Faculty Employees

18.7.1 Temporary (part-time) faculty shall neither be scheduled nor work more than a .67 equated load per term (33.50 FTEF per term).

Due to special circumstances, exceptions may be granted by the Chief Instructional Officer or designee.

18.7.2 When identifiable, temporary (part-time) faculty shall have their names included in the Schedule of Classes for their sections each term. Such inclusion shall not constitute a contract of employment between the faculty and the District, nor preclude any change in or deletion of assignment.

18.7.3 Nothing in this agreement prevents temporary part-time faculty from voluntary service on committees or service in the capacity of a chair position on a committee. Such service shall not constitute a contract of employment between the faculty member and the district.

18.7.4 The Faculty Association and the District agree to establish a workgroup to develop a standardized systematic process by which the first-level manager will solicit the availability of part-time faculty for scheduling, offer the assignment, and confirm the acceptance of the assignment.

The workgroup will consist of three faculty members appointed by the Faculty Association, three members appointed by the administration, and a seventh member who shall be selected by the other six members. One member from each group will include a 2014/15 negotiating team member.

By July 1st this workgroup will commence meeting in order to implement for the 2016/17 scheduling cycle. Recommendations will be presented to the negotiations teams by November 1, 2015. Faculty shall be compensated at the prevailing non-service day committee rate for meetings that occur on non-service days. The cost shall be shared equally between the District and the Association.

18.8 Extra Service/Overload

18.8.1 Except with the approval of the administration, contract/regular full-time faculty may not teach beyond their regular full-time assignments more than eight (8) hours equated load (26.67 FTEF) in any given term.

18.8.2 Unless load averaging has been applied, contract/regular full-time faculty may not teach beyond their regular full-time assignment for the purpose of extra service (overload) credit until base load (18.3.1) has been assigned.

- 18.8.3** Unless load averaging has been applied, contract/regular full-time non-teaching faculty may not serve beyond the regular full-time assignment for the purpose of extra service (overload) credit until base load (18.3.2) has been assigned.
- 18.8.4** Counselors, reference librarians, health services nurses, and instructional specialists may not work more than eight (8) equated hours (26.67 FTEF) in any given term in an extra service assignment capacity related to their full-time assignments. Counselors, reference librarians, health services nurses, and instructional specialists, may not be assigned to extra service teaching assignments during the same term that they are employed in extra service counseling, library service, or health services nursing assignments. Exceptions to this must be approved by the first-level manager.
- 18.8.5** All extra service (overload) assignments for bargaining unit members shall be compensated at the prevailing hourly rate unless load averaging has been applied.

18.9 Course and Section Enrollments

- 18.9.1** The minimum section enrollment shall be set at seventeen (17) students for all terms.
- 18.9.2** In the week before the first scheduled meeting, sections falling below the minimum enrollment shall be identified by the first-level manager. These sections will not be cancelled due to low enrollment without consultation from full-time faculty within the discipline.
- 18.9.3** Commencing with the first scheduled meeting, sections that have seventeen (17) or more students enrolled and attending as of the last day of the add period of any full term (or the proportionate time frame for other than full-term sections) are not subject to cancellation for low enrollment.
- 18.9.4** Commencing with the first scheduled meeting, sections with fewer than seventeen (17) students enrolled and attending are subject to cancellation for low enrollment. Cancellations may occur up to and including the last day of the add period of any full term (or the proportionate time frame for other than full-term sections) unless a variance is granted by the administration. Summer session cancellation may occur up to and including the second meeting.
- 18.9.5** Under normal circumstances, no sections shall be canceled after the last day of the add period of any full term of instruction (or the proportionate time frame for other than full-term sections) or after the third meeting of the summer session.
- 18.9.6** Variances to the minimum enrollment are subject to approval by the administration and may occur when:
- a) Late registration may add sufficiently to enrollment.
 - b) Courses are needed for transfer.
 - c) Courses are needed for completion of a certificate.
 - d) There are a limited number of work stations.
 - e) Persons with disabilities require reasonable accommodations.
 - f) Courses are sequential.

g) Courses are basic skills.

h) Scheduling errors occur.

18.9.7 The enrollment shall be limited to the number of work stations or the physical limitations of the facility as made available by the District. In no case shall enrollment exceed maximum allowable occupancy as established by Title 5 and the appropriate fire authorities.

18.9.8 Course and section enrollments are administrative matters which shall be set in consultation with the appropriate faculty member(s) of the program or discipline.

The faculty members of the program or discipline shall recommend the standard enrollment for a course to the first-level manager who shall also take into consideration such factors as subject matter, instructional methods, enrollment of comparable courses, and other educationally appropriate factors affecting student success and access.

Enrollments for sections of a course may be adjusted due to such factors as equipment or facility (see 18.9.7) availability, delivery methods (e.g., distance education, predetermined large lecture sections (see 18.3.4.k), special program designation (e.g. Honors, Puente, learning communities), and other educationally appropriate factors affecting student success and access. Faculty members of the program or discipline shall be consulted in establishing standards for section enrollment variations.

18.10 Guidelines for Faculty Assignments

18.10.1 All contract/regular faculty shall recommend assignments subject to approval by the first-level manager.

18.10.2 Assignments shall reflect student needs with a minimal number of different preparations.

18.10.3 Split-schedules and early morning assignments preceded by a regular evening assignment shall be avoided where possible.

18.10.4 Saturday and Sunday assignments shall be voluntary, either as a part of a regular load or as an overload, and shall not be used for load adjustment except by mutual consent of the first-level manager and the bargaining unit member.

For every weekend day (Saturday and/or Sunday) a faculty member is assigned the faculty member will not be scheduled during an equivalent number of weekdays (Monday through Friday). This arrangement must be mutually agreed to in writing by the faculty member and the first-level manager.

18.10.5 Semester assignments that are split between more than two (2) different District sites or daily assignments that require more than one (1) trip between sites as part of a regular load shall be voluntary. A District site is the main campus or an off-campus location.

18.10.6 When a section assigned to be taught by any full-time bargaining unit member is canceled due to low enrollment, the bargaining unit member's teaching load will be adjusted by assignment to another section or by load averaging (see 18.3.6) in a subsequent term or terms. It shall be the responsibility of the first-level manager and the Chief Instructional Officer to carry out the provisions of this policy in the best educational interests of the District.

18.11 Working Conditions

18.11.1 Mileage

Faculty will be paid mileage per District policy if they are required due to schedule assignments and other professional responsibilities as assigned to travel between two (2) or more assigned locations on the same service day and use their own vehicle. In such circumstances, the bargaining unit member shall provide, on a District form, evidence of vehicle insurance to the District's Business Office. Non-compliance with the aforementioned will not require any reimbursement for such mileage by the District. Such reimbursement shall be for the mileage traveled between the sites.

Mileage reimbursement is not allowed for travel to and from the bargaining unit member's residence to the assignment location.

All bargaining unit members authorized for mileage are required to have a valid California driver's license and a minimum property damage and public liability insurance as required by the State of California under the Financial Responsibility Act. The bargaining unit member authorized for mileage is to maintain whatever the current minimum levels of insurance under the Act.

Where two (2) or more policies affording valid and collectible liability insurance applied to the same motor vehicle in an occurrence out of which a liability loss arises, it shall be conclusively presumed that the insurance afforded by that policy in which such motor vehicle is described or rated as an "owned automobile" shall be primary and the insurance afforded by any other policy shall be excess.

Travel to and from the assigned duty shall be recompensed at the Internal Revenue Service (IRS) mileage rate. Changes in the IRS rate will take effect the following fiscal year.

Assignment of faculty to off-campus sites lies within the District Right of Assignment.

18.11.2 Use of District Equipment, Materials and Services

Faculty members are regularly assigned access to District equipment, materials, and services including but not limited to computers and printers, keys, swipe cards to offices and classrooms, email and voicemail accounts, special textbooks and software, and other technological and adaptive equipment. Such equipment, materials and services shall be used exclusively by the individual to whom they are assigned. Faculty shall regularly maintain their email and voicemail accounts. Upon separation from the assignment, or during an extended leave, faculty members must return such District equipment and materials prior to receipt of the last pay warrant. Due to special circumstances, a time extension may be granted by the Chief Instructional Officer or designee.

18.12 Final Examination Period

During the period of final examinations, the instructor of record shall meet students in accordance with the published final examination schedule unless the college's first-level manager or designee has officially approved a change in the time of the final examination.

The instructor of record shall submit student grades no later than five (5) business days from the last day of the final examination period.

The responsibilities of the instructor of record shall continue until the assignment is completed, the grades and attendance reports (if applicable) are submitted, and the college's checkout procedures (if applicable) are completed.

All contract/regular instructors shall also schedule during the final examination week three (3) office hours, normally to be scheduled on two (2) or more days. Proportionate office hours shall be scheduled for those instructors carrying reduced loads.

Each contract/regular instructor shall post the final examination week office hours for the students and report the hours to the first-level manager.

18.13 Establishment of Load Fact Finding Workgroup

The Faculty Association and the District agree to establish a fact-finding group to research and document the following:

- Lecture/Lab load factors
 - a. Compile information from current benchmark districts including: current practices, current methodology used to distinguish lecture/lab, etc.
 - b. Investigate Lecture/Lab designations per state curriculum guidelines
 - c. Review and document current District practices
- Large section load
 - a. Compile information from current benchmark districts including: current practices and methodology
 - b. Review and document current District practices
- English composition course load
 - a. Compile information from current benchmark districts including: current practices and methodology
 - b. Review and document current District practices
- Determine definition of a work week
 - a. Compile information from current benchmark districts including: current practices and methodology
 - b. Clarify activities of what is base load for instructional/non-instructional
 - c. Review and document current District practices

The fact-finding group will consist of three faculty members appointed by the Faculty Association, three members appointed by the administration, and a seventh member who shall be selected by the other six members. One member from each group will include a 2014/15 negotiating team member.

During fall 2015, the fact finding group will commence meeting in order to compile information for the 2017/18 negotiations team. Once the facts have been compiled and presented to the negotiating team, the group will disband.