

Process for Selecting Faculty Lead(s) for Accreditation and Outcomes Committee

Approved 10/6/2020

The Faculty Lead for Accreditation and/or the Faculty Lead for Student Learning Outcomes are selected in accordance with SBCCDTA Contract Article 13.B.q-e, and Article 13.B.13. Faculty Lead work will align with Appendix D of the SBCCDTA Contract.

- Faculty Leads positions with reassigned time shall be reopened at least every three (3) years.
- The Vice President of Instruction (VPI) and/or the Accreditation Liaison Officer (ALO) shall announce the position to all faculty.
- Applicants shall submit a letter of interest outlining their experience, qualification and vision for the position.
- The VPI and/or ALO in consultation with the Academic Senate President, review and discuss letters of interest. If mutually agreed upon, other members of the campus community may be consulted and/or applicants may be asked to interview.
- The VPI and/or ALO makes the final selection for faculty lead.

SBCCDTA Contract Article 13 Workload Section B

3. The District may assign full-time faculty loads between 0.950 and 1.050 without reduction of or addition to compensation. The District may also calculate load based on the average of two consecutive semesters in an academic year in order to allow for some flexibility in assignments. The District shall allow faculty assignment(s) to be adjusted to accommodate projects and other necessary work of the District as released or reassigned time.

a. Released time: A bargaining unit member released from his/her primary assignment, e.g., classroom instructor, counselor, coordinator, etc. to do the work of the Association, a statewide academic, or union role. Released time for the Association is addressed in Article 3- Association Rights. The Association will notify the immediate supervisor and Human Resources no later than two (2) weeks prior to the start of the semester in which the faculty is receiving released time.

b. Reassigned time: A bargaining unit member reassigned from his/her primary assignment, e.g., classroom instructor, counselor, coordinator, etc. to do other faculty work for the District.

c. The process for selection of reassigned positions shall be the purview of the corresponding department, division, Academic Senate and/or District Assembly. Positions with reassigned time shall be reopened at least every three (3) years. Applicants for reassigned time shall notify their immediate supervisor upon approval of application. This notification is for communication purposes only.

d. A review of the amount of allocated reassigned time shall require faculty on reassigned time to semiannually complete a report indicating status of project or activity and average number of hours per week required to complete this work. The reassigned time report will be submitted to the immediate supervisor. By mutual agreement, reassigned time shall be negotiated by the Association and the District as necessary by December 1 and May 1 of each semester.

e. In the event a faculty member cannot continue in a position with corresponding reassigned time, the process to replace that faculty member shall be the purview of the corresponding

department, division, Academic Senate and/or District Assembly. All bargaining unit members shall have the equal opportunity to apply for any and all positions as long as they meet the required FSA.

SBCCDTA Contract Article 3.B.13. Faculty Leads Faculty Lead positions shall be applied to faculty work that is short-term or that involves temporary assignment(s) or rotational position(s) (no longer than three (3) years) to complete the special assignment(s), grant(s), project(s), and/or program(s) based on District need.

SBCCDTA Contract APPENDIX D: Faculty Lead The following duties are typical for Faculty Lead. Individual positions may include some or all of the following:

1. Provides leadership and sets priorities for daily operations within the special assignment(s), grant(s), project(s), and/or program(s).
2. Facilitates the development and preparation of documents associated with special assignment(s), grant(s), project(s), and/or program(s) (i.e., planning or program review related documents, implementation plans, budget & purchasing recommendations, curriculum outlines, etc.) including dissemination of meeting notes as appropriate.
3. Maintains regular and effective modes of communication with administration, faculty, staff, students, and the community on areas of interest to the special assignment(s), grant(s), project(s), and/or program(s).
4. Serves as the person primarily responsible for developing training and workshops related to the special assignment(s), grant(s), project(s), and/or program(s).
5. Recommends the scheduling of facilities, and necessary maintenance or repair of equipment, associated with the special assignment(s), grant(s), project(s), and/or program(s).
6. May identify and recommend candidates for the recruitment and employment in special assignment(s), grant(s), project(s), and/or program(s) as appropriate.
7. Regularly initiates, schedules, attends, and participates in meetings to provide expertise related to the special assignment(s), grant(s), project(s), and/or program(s).
8. Attends conferences, or other off-campus events, in order to stay current on issues, best practices, and other items related to effectively leading activities in, or related to the special assignment(s), grant(s), project(s), and/or program(s) pending the availability of funding.
9. Performs other duties as assigned in accordance with Title 5, California Education Code and Government Code and the Collective Bargaining Agreement between the SBCCD and SBCCDTA Article 13.

The appropriate selecting entity shall establish processes to be followed which ensure that

- there is a fair and equitable opportunity for all faculty to apply for projects to which compensation is attached (e.g. reassigned time, stipend);
- all projects encompass only faculty work
- all projects have appropriate workload/compensation proposed; and
- the College President's Office shall send any Board items regarding Faculty Lead to the Association's President. Such opportunities include both ongoing work (e.g. Faculty Lead –

Honors) and short-term projects, for all project lengths ranging from a few hours to multiple semesters.

- No management or CSEA work will be assigned and the faculty minimum qualifications will be adhered to.