

## Article 16: Hourly Assignments

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### 16.01 HOURLY ASSIGNMENTS DEFINITIONS

- A. **Hourly Assignments:** "Hourly assignments" means those assignments, generally paid on an hourly basis, which remain available after all regular, probationary, and temporary faculty assignments have been made or determined. Summer session, and overload assignments for regular faculty are considered to be hourly assignments. Note: Temporarily available hourly assignments that are due to a leave replacement, reassigned time of a regular faculty member, or other special circumstance that is identified as such when the assignment is offered shall not be counted as load for determining like-load repetition (see section 16.04.C.1).
- B. **Other Terms:** For definitions of other terms, including "loss of assignment priority," "District date of hire," "departmental date of hire," "break in service," "most recent date of hire," "load pattern," and "performance of an assignment," see [Article 7: Definitions](#).

### 16.02 RIGHT TO MAKE ASSIGNMENTS

#### A. District Role:

1. The authority for development of class schedules and the right to assign faculty rests with the District, and no obligations to employ faculty engaged in hourly assignments beyond those in law are expressed or implied in the guidelines described below.
2. The District, as represented by the supervising administrators, in consultation with department chairs and/or faculty program coordinators/directors, will determine the schedule of classes and allied services to be offered and the times when and locations where they are to be offered.
3. The schedule proposal and assignment recommendations shall be submitted by each department chair and/or faculty program coordinator/director for review and approval by the supervising administrator. Assignments will be considered "reviewed and approved" when published electronically as part of the schedule of classes for any academic term of instruction.

#### B. Department Role:

1. Each department chair and/or faculty program coordinator/director will make recommendations for the scheduling of faculty for hourly assignments, according to the provisions in their departmental procedures (see sections 16.03 and 16.04) subject to the review and approval of the department's supervising administrator.
2. Assignments will be considered "reviewed and approved" when published electronically as part of the schedule of classes for any academic term of instruction. The department chair shall formally notify department faculty, according to the provisions in their departmental procedures, when the publication occurs, and this will constitute notification of the offer of an assignment.
3. Revisions to initial hourly assignments published electronically may be made only when department procedures have not been followed or in order to address the concerns identified in sections 16.06 and 16.07.

- 16.02.B.** 4. Each department chair and/or faculty program coordinator/director has primary responsibility for working with all faculty members in their department/program in the development of proposed class schedules and recommendations for assignments.

### **16.03 MAKING AND REVISING DEPARTMENTAL PROCEDURES**

- A. **Procedures on file:** Each department that designates specific assignments as requiring special expertise (16.04.A.3) and/or whose summer procedures for making hourly assignments differ from procedures for fall and spring semesters (16.04.D) will maintain written Departmental Procedures on a form mutually agreed to by the District and AFA.
- B. **Making Departmental Procedures:** Faculty in each department, or discipline if several are represented in the department, shall determine, discuss, and adopt written departmental procedures for making hourly assignments:
1. The department chair, or a department-designated committee, shall prepare a written draft of proposed departmental procedures or proposed changes to them, and provide for an opportunity for all faculty members to discuss and adopt them at a department meeting.
  2. All faculty employed during the semester(s) when the procedures, or changes to the procedures, are proposed shall be invited to participate in the discussion of those procedures. Written notice of the meeting will be sent to all faculty members at least ten (10) working days in advance of the department meeting.
  3. All members of the department shall be given a copy of the final proposed document and have at least ten (10) days to review the final document adopted at the department meeting before submission to the Vice President of Academic Affairs and AFA for Contract compliance review prior to implementation and authorization to implement. The name or signature of every faculty member who was given the document to review shall accompany the submission.
  4. If a faculty member does not agree with the procedures submitted by the department, the individual's version of the procedure may be submitted along with the department's version for review by the Vice President of Academic Affairs. The vice president will make the final determination between alternative options and shall prepare a written document that presents conclusions regarding revisions to the departmental procedures. The vice president shall provide a copy to the department chair for department distribution and to AFA for Contract compliance review prior to implementation.
  5. Implementation of departmental procedures or changes to them will commence for the assignment cycle following AFA and vice presidential review and vice presidential approval of the procedures.
- C. **Changing procedures:** Any person in the department may initiate a change in departmental procedures by placing it on the department meeting agenda. Department procedures may be changed when the majority of the members in a department, including full-time and adjunct faculty employed during the semester when the changes are voted upon, agree to begin the process. The provisions of section 16.03.B shall then be followed.

### **16.04 GUIDELINES FOR DEPARTMENTAL PROCEDURES**

- A. **Assignment Criteria:** AFA and the District recognize that the hourly assignment recommendations process must reflect a spirit of fairness toward faculty filling hourly assignments. The following criteria shall be considered, in the following order, when making hourly assignments:

- 16.04.A.**
1. Satisfactory performance: After the initial hiring, only faculty with a "Satisfactory" or better performance evaluation conclusion shall be considered for an hourly assignment, with one exception. An adjunct faculty member, under the terms of [Article 14B: Evaluations](#), may be considered for an hourly assignment in order to be given an opportunity to improve his/her performance following an "Improvement Needed" evaluation conclusion. The decision to reemploy under these conditions is at the discretion of the department chair with the approval of the supervising administrator.
  2. Basic Program Needs: Unless specifically identified by course/service according to the procedures in section 16.04.A.3, minimum qualifications for the discipline will be considered sufficient to meet basic program needs for courses/services offered.
  3. Additional program need considerations include the determination of "special expertise and experience" needed to teach specific classes or offer specific services. The process for identifying additional program need is outlined below.
    - a. To identify a specific course/service that requires "special expertise or experience" the faculty within a department (or discipline if several are represented in the department) shall determine if there is any exceptional course/service that requires "special expertise or experience" for teaching/providing it by defining and documenting the following:
      - 1) The rationale for designating the course/service as one needing "special expertise or experience."
      - 2) The specific expertise or experience required and the verifiable criteria that will be used to determine who possesses that "special expertise or experience."
      - 3) A process for determining who will receive such an assignment if more than one faculty member is qualified (for example, rotated based on length of service, starting with the eligible faculty member with the greatest length of service).
    - b. Only those faculty members who can demonstrate the required expertise or experience may be assigned to perform the identified course/service. In the event that more than one faculty member can demonstrate the required experience or expertise, assignments will be made among eligible faculty according to the provisions in the departmental procedures.
    - c. The department chair or faculty program coordinator/director, in consultation with their supervising administrator, shall make experience and expertise determinations according the written criteria adopted by the department.
    - d. The information defined and documented in the section 16.04.A.3.a-c shall be explicitly incorporated in the written departmental procedures according to the provisions of section 16.03.
  4. Institutional Needs: Institutional need considerations include: determination of array of courses and services, and determination of time schedule for classes and services. Supervising administrators, in consultation with department chairs, shall make institutional need determinations.
  5. Length of service: After assignments are made to satisfy the four (4) criteria above, assignments will be given in ranked order to faculty with the greatest length of service in the department, regardless of load performed the previous like semester.

- 16.04.A.5.**
- a. Length of service for all faculty (adjunct, regular, probationary, temporary, and retired) is calculated from the most recent departmental date of hire, which is defined as either the date of first paid service in the department, or, if a faculty member does not perform paid service in a department for a period of more than two (2) consecutive semesters, his/her return to paid service will establish a new most recent date of hire.
  - b. Each department shall maintain its length-of-service list, and the Supervising Administrator will post the length-of-service lists according to paragraph 16.04.E.1.
  - c. Note: A faculty member who does not perform paid service in a department for a period of more than four (4) years loses his/her previous employment status and must successfully complete a new hiring procedure to be reemployed as a new hire and must then re-earn assignment priority.
- B. Establishing Assignment Priority:** Assignment priority is earned separately in each department.
1. Initial adjunct probationary period from date of first paid service in a department:
    - a. In order for a department to fully evaluate and assess an adjunct faculty member's performance, no assignment priority will be granted until the sixth semester of employment and completion of the first and second adjunct probationary evaluations. (See [Article 14B: Evaluations](#).)
    - b. During the first five (5) semesters of employment in a department, the department is under no obligation to repeat the load patterns established in a previous like semester or to offer an assignment.
    - c. Starting in Semester 6 in a department, load patterns that are assigned in each semester shall be repeated in subsequent like semesters. However, there is no guarantee of a previous like load if it is greater than 40 percent.
  2. Adjunct Hiring Pool: Once having been placed in an adjunct hiring pool, applicants will be eligible to remain in the pool for four (4) years without reapplication. The applicant may voluntarily withdraw his/her name. The District may withdraw the name of an applicant if the individual becomes ineligible for employment based on a background check or for other valid reasons. These provisions will be applied consistently for all department faculty pools.
  3. Loss of Assignment Priority: An adjunct faculty member who has not performed an assignment for **more** than two (2) consecutive semesters will lose his/her assignment priority in the department, but s/he will remain in the pool for up to four (4) years. An adjunct faculty member who has lost his/her assignment priority may remain in the adjunct faculty pool for a period of up to four (4) years from the date of his/her last paid service. Following a period of more than two (2) semesters, but less than four (4) years, without performing paid service in a department: the date of return to paid service establishes the new, most recent, date of hire.
    - a. If a faculty member has already completed the probationary period, s/he will be deemed to have established his/her assignment priority and any load assigned to him/her will become the like load for future semesters.
    - b. If a faculty member has not completed the probationary period, the probationary period will continue from the most recent date of hire.

- 16.04.B.** 4. Following a period of more than four (4) years without performing paid service in a department: The former faculty member must successfully complete a new hiring procedure to be reemployed as a new hire. Successfully completing the new hiring procedure will place the former faculty member into a department adjunct faculty pool. The performance of an assignment will establish a new, most recent, date of hire and a new adjunct probationary period will begin. The provisions of section 16.04.B.1 will apply.

**C. Making Assignments:**

1. Repetition of Load Pattern

- a. The recommended assignment for faculty with assignment priority will repeat the hourly load actually performed by the faculty member in the previous like semester (fall for fall and spring for spring), subject to the limitations of paragraphs 16.04.C.1.c, 16.04.C.4 and 16.05. However, there is no guarantee of a previous like load if it is greater than 40 percent.
- b. Order of Assignment Offers
  - 1) For academic years 2011-12 and 2012-13 only: Initial offers of hourly instructional and allied assignments to regular and probationary faculty members will be no more than a total of 20 percent. After all adjunct faculty members with assignment priority in the department have been offered their initial like loads, up to a maximum of 40 percent or as close as possible, the remaining load will be allocated to both adjunct and regular/probationary faculty to a point equal to or as close as possible to, the load of the previous like semester. This provision applies to class schedules finalized during the 2011-12 and 2012-13 academic years (i.e. Spring 2012, Fall 2012, Spring 2013, and Fall 2013 schedules). This provision does not apply to Summer 2012 and 2013 class schedules. In addition, if schedule reductions are necessary after a schedule has been posted on the web during the 2011-12 and 2012-13 academic years, those reductions will also follow this pattern, with regular/probationary faculty overloads above 20 percent considered for reduction first.
  - 2) For after the 2012-13 academic year: When the previous like semester load for a faculty member with assignment priority exceeds 40 percent, an assignment of 40 percent shall be allocated to that faculty member initially. If it is not possible to reproduce the load exactly, a greater load (as close as possible to 40 percent) shall be offered. After all those with assignment priority have received their assignments, the remaining assignments shall be allocated first to those with a previous like load exceeding 40 percent to a point equal to, or as close as possible to, the load of the previous like semester.
- c. If an hourly assignment electronically published in a schedule of classes for any term of instruction is "lost" by a faculty member with assignment priority due to low enrollment or the need for a regular faculty member to reach a 100 percent load, the previous like semester load as documented in the College database for the previous like semester (equal to the load before the assignment was lost) will apply for the next like semester. If an assignment is lost a second time, a new semester like-load is established. This provision also applies to summer sessions.

- 16.04.C.** 1. d. If a faculty member with assignment priority had no assignment the previous fall or spring, the department chair will recommend an assignment following the assignment criteria documented in the departmental procedures of one (1) class (typically a 20 percent load if available, or the most previous like load, whichever is less.) If assignments remain after all those with assignment priority have received their previous like-load assignments, additional assignments may be recommended.
- e. A repetition of load pattern does not imply any guarantee about specific course assignments, specific day assignments, specific time assignments, or specific location assignments for hourly assignments.
- f. Any hourly assignments that remain after offering the previous like-load to all those with assignment priority shall be treated as new or increased assignments. (See section 16.04.C.5.)
2. Probationary faculty overload: Probationary faculty members in Year 1 of the tenure review process who request an hourly assignment may be recommended for an hourly assignment with the prior approval of the supervising administrator and the appropriate vice president (provided they are otherwise eligible for an assignment based on sections 16.04.A-B above).
3. Changes in assigned load: Any change in a recommended assignment load from the previous like semester should be conveyed in time for the faculty member to make appropriate preparations.
4. Limitation on right of assignment: There is no assignment priority guarantee for assignments above 40 percent of a full-time equivalent workload in any department, or above 67 percent in the fall or spring semesters in the District; however, a department chair may recommend assignments above 40 percent subject to the approval of the supervising administrator.
5. New or increased assignments: New or increased assignments occur when a program expands, or the number of full-time faculty decreases in a department. This results in available hourly assignments after offering the previous like-load to all those with assignment priority. Note: the increase may be temporary.
- a. The department may consider all interested candidates for any such assignment, including adjunct faculty, regular faculty, and faculty in the adjunct faculty pool. The District retains the right to assign a new or increased load to the faculty member whom the department recommends as most suitable for that assignment, regardless of length of service in the department.
- b. An increased assignment becomes part of the faculty member's reference base for the next like semester (except during the adjunct faculty probationary period), unless the increase is a temporary increase due to a leave replacement, reassigned time of the regular faculty member, or other special circumstance that is identified as such when the assignment is offered.
6. Decrease in assignments: A decrease in assignments occurs when a program is reduced or when the number of full-time faculty increases in a department. In the event of a decrease of hourly assignments, the provisions for making assignments identified in the departmental procedures shall be followed.
- D. Summer Session Procedure:** Procedures for fall and spring semesters shall be the same and shall be based on the guidelines stated in sections 16.03 and 16.04; however, procedures for making summer session assignment recommendations may be different from those based on those guidelines. Differences must be specified in the written departmental procedures.

- 16.04. E. Timely Communication:** The District will post recommended assignments and offers of assignments in a timely manner.
1. After proof two of the schedule has been data entered, and before electronic publication of the schedule, the District will generate a report showing all faculty loads for the schedule under development as of that date. The District will post this report and the departmental length-of-service lists and will notify all faculty members that they have been posted.
  2. The District will notify all faculty members of the actual electronic publication of the class schedule on the District's web site; this electronic publication constitutes the offer of hourly assignments.
- F. Spring 2009 Cancellations and Subsequent Class Schedule Reductions**
1. The baseline for like-semester load for 2009-10, 2010-11, and 2011-12 will be the 2008-09 academic-year schedule, including any hourly assignments electronically published in the schedule of classes but subsequently lost to schedule cancellations and/or the need for regular faculty to "bump" an adjunct faculty load. In the case of allied assignments, which are not electronically published in the schedule of classes, the original offer of the hourly assignment will be considered the baseline for like-semester load.
  2. If faculty members are not scheduled up to their like-semester loads in 2009-2010 or in 2010-11 due to schedule reductions, cancellations, and/or bumping, these loads will be restored, if possible, to their baseline level of like-semester loads in 2010-2011 or in 2011-12, respectively, when and if the class schedule reductions are restored. Restoration of these like-semester loads will follow the process outlined in section 16.04. There will be no loss of assignment priority based on the cancellation or reductions below like-semester loads in Spring 2009, Fall 2009, or Spring 2010.
  3. The baseline for like-load for Summer 2012 will be the original Summer 2011 schedule as published in print or as finalized on the web but subsequently lost to schedule cancellations. In the case of allied assignments, which are not posted on the web-based schedule, the original offer of the hourly assignment will be considered the baseline for like-load. (The application of like-load in a department's summer schedule is subject to its departmental procedures. See paragraph 16.04.D.)
  4. The District will make a reasonable effort to assure that these provisions are followed. However, if an error is made, and an individual faculty member is not offered the like-load as described above, the recourse for the faculty member will be limited to an offer of additional load that restores the faculty member's like-load in a subsequent semester or term. If an error in assignment is not brought to the attention of the District by the end of the following semester, then the District will not be held responsible for the error.
- G. Hourly Assignment Priority for Faculty Directly Affected by Implementation of District Policy 3.6 and Procedure 3.6P:** An adjunct faculty member with assignments in a certificate or major that has been discontinued under the provisions of District [Policy 3.6](#) and District [Procedure 3.6P](#): Program Review, Evaluation, Revitalization and Discontinuance will be given consideration for hourly assignments as follows:
1. **Eligibility for Reassignment:** Consideration will be given only to an adjunct faculty member with assignment priority who did not receive an "Improvement Needed" conclusion on his/her most recent evaluation. These provisions do not apply when an adjunct faculty member loses assignment priority due to schedule reductions or other causes.
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- 16.04.G. 2. Reassignment within the Department:** If assignments exist in the department of the discontinued certificate or major for which the adjunct faculty member has the minimum qualifications (and special expertise as required by that department's hourly assignment procedures to accept assignments), then s/he will be considered for those assignments by the process defined by Article 16.
- 3. Reassignment outside the Department**
- If no such assignments exist in the department of the discontinued certificate or major, and if assignments exist in other departments for which the adjunct faculty member has the minimum qualifications (and special expertise as required by that department's hourly assignment procedures to accept assignments), then s/he may request a reassignment from the Vice President of Academic Affairs/Assistant Superintendent (VPAA/AS) within six (6) months of the Board's action to discontinue the certificate or major.
  - Based on the adjunct faculty member's qualifications, the VPAA/AS, in consultation with the appropriate department chairs, will assign the adjunct faculty member to one (1) or more departments. The new department(s) will consider the adjunct faculty member for assignments in the next schedule development cycle using the process defined by section 16.04.E. The date of this reassignment action will be the adjunct faculty member's new departmental date of hire.
- 4. Evaluation:** The adjunct faculty member's evaluation cycle will be reset so that an evaluation may be performed in the first term of the assignment in the new department.
- 5. Automatic Re-Opener:** The District and the AFA agree that these provisions will be incorporated into the 2011-2013 Contract. In addition, both sides agree to add Article 16 as an automatic re-opener to [Article 1: Agreement to the Contract](#) in the 2013-15 Contract to allow both the District and AFA to evaluate how well the provisions are working and to propose changes to the language.
- H. Voluntary Load Relinquishment in 2010-11 and Maintenance of Like-Load in 2011-12**
- Faculty members who voluntarily relinquished load in Fall 2010 and Spring 2011 will maintain their places on the length-of-service list and will be credited with the same like-load in Fall 2011/Spring 2012 as was actually offered for Fall 2010/Spring 2011 (modification to paragraph 16.04.C.1.d).
  - Hourly faculty members, whether adjunct or regular, are not allowed to exercise this option to relinquish load in two (2) consecutive academic years.
  - In the event that programs are decreased or discontinued according to District [Policy 3.6](#) and District [Procedure 3.6P](#)—Program Review, Evaluation, Revitalization and Discontinuance and [Article 15: Faculty Service Areas and Competency Standards, and Reduction in Force of Faculty Positions](#), section 16.04.G.1–5 will apply.
  - Retaining Assignment Priority
    - This agreement only refers to *relinquished* load. Those adjunct faculty members who lost assignments due to lower assignment priority and schedule reductions in 2009-10 or 2010-11 could lose their assignment priority and/or may no longer be active in the adjunct pool after two (2) years, per the provisions of Article 16 and the California Education Code. Regular faculty members who relinquished load would not lose their assignment priority but after one (1) year would need to establish a new like-load (see paragraph 16.04.C.1.d).



- 16.04.H.4** b. If a contract or adjunct faculty member loses an assignment for a reason other than relinquishing an assignment, the usual provisions of Article 16 apply (i.e., the faculty member could lose assignment priority and like-load for an absence of greater than two (2) semesters without paid service in the department).

**16.05 LIMITATIONS ON HOURLY ASSIGNMENTS:** The District has the right to make and terminate hourly assignments in such a manner as to ensure that the total of the hourly assignments of a faculty member does not exceed 67 percent. The approval of the vice president is required for hourly workloads in excess of 55 percent.

**16.06 CANCELLATION OR AMENDMENT OF INSTRUCTIONAL HOURLY ASSIGNMENTS:** After the initial assignments are made, an hourly instructional assignment may be amended or canceled under the following conditions:

- A. **Enrollment:** Inadequate class enrollment.
- B. **Regular Faculty Load:** To fulfill the normal (100 percent) load requirement of a regular faculty member qualified to fulfill the assignment. The decision to cancel an hourly assignment in order to offer it to a regular or contract member as part of his/her regular load must be made by the supervising administrator no later than two (2) weeks after the first scheduled class meeting. Regular faculty members with overload assignments shall use their overload hourly assignment, if necessary, to fulfill their normal load requirement (100 percent) before adjunct faculty loads are amended.
- C. **Schedule Adjustment:** To accommodate a required schedule adjustment, an hourly assignment may be changed by the District in consultation with affected faculty, as long as the original load offered to the faculty member is not reduced.
- D. **Other:** As a consequence of events beyond the District's control.

**16.07 CANCELLATION OR AMENDMENT OF ALLIED HOURLY ASSIGNMENTS:** Hourly allied assignments are based on District needs and may be amended or canceled under the following conditions:

- A. **Financial:** Change in District or department financial situation;
- B. **Staffing:** Change in District or department staffing needs;
- C. **Program:** Change in program; or
- D. **Other:** As a consequence of events beyond the District's control.

**16.08 SALARY SCHEDULES FOR HOURLY ASSIGNMENTS:** Hourly assignments will be paid from the following salary schedules:

- A. **Schedule II: Base Hourly Assignment:** The Base Hourly Assignment Schedule applies to all counselors, librarians, and Work Experience faculty for adjunct, overload, and summer school assignments.
- B. **Schedule III: Lecture Hourly Assignment:** The Lecture Hourly Assignment Schedule applies to all adjunct, overload, and summer school assignments defined as credit lecture.
- C. **Schedule IV: Laboratory Hourly Assignment:** The Laboratory Hourly Assignment Schedule applies to all adjunct, overload, and summer school assignments defined as credit laboratory. (Note: Adjunct, overload, and summer school AND faculty will be paid from this schedule for the AND requirement portion of each AND credit laboratory assignment.)

- 16.08 D. Schedule V: Noncredit Hourly Assignment:** The Noncredit Hourly Assignment Schedule applies to all adjunct, overload, and summer school assignments defined as noncredit.
- E. Schedule VI: Career Development College Preparation (CDCP) Hourly Assignment:** The CDCP Hourly Assignment Schedule applies to all adjunct, overload, and summer school assignments defined as CDCP.

**16.09 DEPARTMENT AND DISTRICT ACTIVITIES**

- A. Department Activities Outside of Assignment:** The District recognizes that there are instances when adjunct faculty members should be invited or required to perform duties outside of their teaching or allied assignment for which they should be compensated. Such duties may include, but are not limited to: attending department meetings, serving on advisory committees, serving on an evaluation team, curriculum development workshops, and other departmental work. Only activities approved by the department will be compensated.
- B. Department Activity Hours:** Each department or program will be allocated a number of Department Activity Hours for the academic year, derived by formula from the number of FTE adjunct faculty for that department or program. Each department will have a minimum budget of four (4) hours. The Department Activity Hours budget will be administered by the supervising administrator for a given area. Funds not allocated or reserved by departments by the end of the fourth week of the spring semester will then be pooled and will become available for use by other departments which apply to use the funds. The District and AFA will agree to an annual budget for these activities.
- C. Professional Development Activity (PDA) Day Participation:** Those adjunct instructional faculty members teaching less than semester-length courses and those who would like to be paid to attend more of the Professional Development Activity (PDA) Day activities than allowed by their teaching assignment, may apply to their department for payment for attending PDA Day activities to the limit of three (3) hours per faculty member per semester as a part of that department's Department Activity Hours budget.
- D. Adjunct Faculty District Activities Fund (AFDAF):** (Now part of the AFA College Service and Technology Training Fund (ACSTT):
1. This fund shall be established with 30 percent of the reimbursement for part-time office hours received from the State for the year 1998-99.
  2. In each year that "Adjunct Faculty Salary Enhancement Funds" are available from the State, starting in 2001-02, a fixed sum equivalent to 30 percent of the 2001-02 reimbursement for part-time office hours received from the State for that year, less Seventy-five Thousand Dollars (\$75,000), shall be allocated to this fund. This results in a fixed amount of One Hundred Thirty-seven Thousand Two Hundred Sixty-five Dollars (\$137,265) each year.
    - a. AFA and the District agree that any year when the revenue from the state office-hour reimbursement (above the 2001-02 base of Seven Hundred Seven Thousand Five Hundred Forty-nine Dollars (\$707,549) does not reach One Hundred Seventy-two Thousand Four Hundred Seventeen Dollars (\$172,417), an adjustment will be made during yearly salary negotiations to cover this shortfall in funding, which is allocated to removing the taper in Steps 7 – 9 of each Hourly Assignment Salary Schedule.

- 16.09.D.2.** b. AFA and the District agree that in any year when the revenue from the state office-hour reimbursement (above the 2001-02 base of Seven Hundred Seven Thousand Five Hundred Forty-nine Dollars (\$707,549) is greater than One Hundred Seventy-two Thousand Four Hundred Seventeen Dollars (\$172,417), the balance will be allocated to AFDAF.
3. Funds shall be used for District-level activities, working on special projects, and other activities as approved by AFA with fiscal review by the District.
  4. Funds shall be maintained by the District and allocated as authorized by AFA in the form of a payment to the part-time faculty member. District activities shall not count as load.
    - a. The amount of each payment will be based upon the anticipated time commitment of the part-time faculty member at the base hourly rate.
    - b. The amount of the payment will be considered as taxable income.
  5. Procedures for implementing the Adjunct Faculty District Activities Fund by the Adjunct Faculty District Activities Fund Committee shall be agreed to by AFA and the District and updated and distributed to all adjunct faculty members periodically.
  6. AFA and the District have agreed that available funds in the ACSTT/AFDAF account may be used to pay adjunct faculty for attending meetings of the following key District-wide committees and councils:
    - a. Academic Senate
    - b. Budget Advisory Committee
    - c. Curriculum Review Committee
    - d. District Online Committee
    - e. District Tenure Review & Evaluations Committee
    - f. Institutional Planning Council
  7. If other funds become available, then the ACSTT Steering Committee will make determinations about how best to apportion those funds for service on other District-wide committees. At this time, ACSTT will not be able to approve any AFDAF special projects.
  8. With prior approval of the appropriate supervising administrator and depending on the availability of funds, the District has also agreed to pay adjunct faculty members who:
    - a. Perform evaluations
    - b. Serve on hiring committees
    - c. Serve on advisory boards in vocational departments
    - d. Develop Student Learning Outcomes (SLO's) and SLO projects

**E. Adjunct Faculty Department Activities Hours**

1. Department activities will be compensated at the base hourly rate (Salary Schedule II) using the same step and column placement as the faculty member is paid for his/her regular assignment.
2. District activities, department activities, and other activities as enumerated in [Education Code Section 87482.5](#) shall not be counted towards load.

**16.10 NOTIFICATION OF NEW OR VACANT CONTRACT POSITIONS**

- A. **District Notification of Adjunct Faculty:** The District will make a reasonable attempt to notify all adjunct faculty members interested in applying for regular, probationary, and temporary positions of new or vacant contracts in the District within their disciplines.

**16.10. B. Adjunct Faculty Request for Notification:** In order to be notified, adjunct faculty members must file a written request for notification with the Human Resources Department.

**16.11 ADJUNCT FACULTY ONE-YEAR AGREEMENTS:** In addition to term-length assignments, the District may offer adjunct faculty assignments of one (1) academic year in length in accordance with the procedure and conditions outlined below.

**A. Procedure:**

1. In response to clearly articulated program and/or institutional needs, the supervising administrator and or the department chair/program director will identify specific assignments for one-year agreements and recommend them in writing to the Vice President of Academic Affairs. All one-year assignment proposals must be reviewed by all parties to the agreement and approved in writing by the vice president.
2. Except for emergencies as determined by the Vice President of Academic Affairs, agreements shall be completed prior to the "permatization" of the fall schedule of classes. The one-year agreement will be offered first to the adjunct faculty member with the greatest length of service from among the eligible candidates. The adjunct faculty member may reject the offer without prejudice prior to its being added to the schedule of classes. In that event, the one-year agreement will be offered in turn, based on length of service, to the others eligible.
3. The District will notify adjunct faculty participants about possible changes in CalSTRS status and impact on potential unemployment benefits that may occur as a result of accepting a one-year agreement.
4. A copy of the approved proposal shall be distributed to the faculty member, the department chair or supervising administrator, and AFA.

**B. Conditions:**

1. The maximum assignment, annualized over the academic year, shall not exceed 67 percent of a full time faculty assignment.
2. The percentage of a one-year assignment is the average of the fall and spring assignments. There must be an assignment in both semesters.
3. The agreement will specify a load for each semester.
4. The rate and method of payment is not affected by a one-year agreement. Pay will be at the appropriate hourly rate based on the type of assignment for each semester.
5. In the event that an assignment is cancelled due to low enrollment or due to the need for a regular faculty member to perform his/her contract load, the District is obligated to offer the adjunct faculty member a revised assignment equal to the load specified in the agreement. This obligation may require reducing or altering the assignment of one (1) or more adjunct faculty members who do not have one-year agreements.
6. Whenever possible the required assignment shall be taken from a faculty member without reassignment priority or with the least reassignment priority within the department.
7. A one-year agreement as defined here shall not count towards probationary status, nor is there any commitment expressed or implied to continue offering a faculty member additional one-year agreements. As this is a commitment for the entire academic year, unemployment benefits cannot be claimed for the winter break. The faculty member's evaluations will continue on the established six-term cycle. The basis for determining "like-load" for the purpose of assignment rights after the one-year assignment is completed shall be the loads in the year prior to the year that the agreement was in effect.

- 16.11. B. 8.** Nothing in this article shall be construed to limit the Board's discretion under [Education Code Section 87665](#).

**16.12 NEW AND INCREASED ASSIGNMENTS ABOVE 60 PERCENT:** Effective January 1, 2009, the load limitation for hourly assignments is 67 percent per [Education Code Section 87482.5\(a\)](#). Departments may schedule assignments up to a 67 percent load in accordance with the procedures and conditions outlined below.

- A. **Conditions and Procedures:** Departments may schedule adjunct faculty members who have hourly assignment priority up to a 67 percent instructional and allied load under the following conditions:
1. After the development of Proof 2, department chairs will calculate the total like-load of all faculty members with assignment priority who have requested an assignment. If the total like-load of all faculty requesting an assignment, plus any requests from eligible faculty with no like-load, is less than the total load of the proposed schedule, then the department may recommend and the supervising administrator may approve an hourly assignment up to a 67 percent load for the semester for any interested eligible department faculty member or eligible member of the department's adjunct faculty pool. The department or program will notify all eligible faculty members by campus email of the availability of any new or increased assignments. The department chair and supervising administrator will submit an approval form to the Vice President of Academic Affairs to verify the department, program, or institutional need for the increase.
  2. With the written approval of the Vice President of Academic Affairs and with the review of the AFA President, the department may recommend and the District may approve an hourly assignment up to 67 percent for any interested eligible department faculty member or eligible member of the department's adjunct faculty pool. Departments will offer these assignments based on department, program, or institutional needs.
  3. An increased assignment becomes part of the faculty member's reference base for the next like-semester (except during the adjunct faculty probationary period), unless the increase is a temporary increase due to a leave replacement, reassigned time of the regular faculty member, or other special circumstance that is identified as such when the assignment is offered. Any increase above a faculty member's usual load is considered a "new or increased assignment" as defined in paragraph 16.04.C.5.b.
- B. **Non-instructional Assignments:** Adjunct faculty may also work up to and including a 67 percent load to accommodate District-approved assignments, such as SLO projects, BSI projects, curriculum development, short-term substitute assignments, or any other assignments that would be considered "professional ancillary activities" as described in [Education Code Section 87482.5\(b\)](#). When appropriate, the project director, chair, or dean will notify all eligible faculty members by campus email of the availability of any new or increased non-instructional assignments such as these. These types of assignments are loaded but are not considered part of the "usual load" calculation.
- C. **Substitute Assignments.** Adjunct faculty may be assigned to work above a 67 percent load to accommodate a day-to-day substitute assignment. These types of assignments are not considered part of the "usual load" calculation and are excluded from loading.