

## **ARTICLE 8 - HOURS AND WORKING CONDITIONS**

### **Section 1. Days of Service In An Academic Year**

Faculty Members who are employed on an academic year basis shall be required to perform professional services for the District each academic year for 175 days. The assignment of the days of service for each academic year of the District shall be determined by the school calendar adopted by the District.

### **Section 2. Weekly Hours Of Service - Instructors**

Instructors are employed for a basic work week of forty (40) hours to be comprised of (1) lecture hours or their equivalent as set forth in Section 5 of this Article; (2) office hours as set forth in Section 3 of this Article; (3) unscheduled teaching-related hours; (4) scheduled department/division meetings; (5) college meetings where attendance for all Full-Time Faculty Members is mandatory except when the Faculty Member receives prior approval from the Dean to be absent from the scheduled meeting; and (6) other professional responsibilities to the Faculty Member's discipline and to the institution. Each Instructor shall have office or otherwise scheduled on campus hours of a minimum of two (2) hours per day, ~~two~~**three (2)(3)** days per week, Monday through Friday. If, however, an Instructor is assigned Saturday classes as part of a normal teaching load, that Instructor shall be entitled to at least one (1) day free of assignment during the Monday through Friday school week. Each Instructor is responsible for holding all scheduled class meetings and office hours through the term.

As to District-wide committees whose members represent a particular Division (e.g. Academic Senate, Curriculum Committee, etc.) each Division shall determine a mechanism for nominating and selecting faculty on an equitable basis to fill all such committee positions, which mechanism must be consistent with the rules for nomination/selection of the particular committee. In the event the selected mechanism fails to produce a nominee or assignee, the dean and the senior representative of the Academic Senate from the Division shall select the nominee(s) and/or assignee(s).

### Section 3. Instructor Office Hours

Office hours are to be scheduled to meet the needs of students and the needs of the educational program of the College.

(a) Each Full-Time Instructor shall maintain up to four (4) office hours per week prorated to the Instructor's contractual teaching load rounded up to the nearest hour, effective Spring 2024. Each Full-Time Instructor shall maintain an office time schedule of at least three (3) hours per week on campus, that is mutually agreeable to the Faculty Member and their Dean, for the purpose of consulting with students.

(b) Office hours in support of online lecture courses may be held in the Faculty Member's office, online, or a location mutually agreed to by the Faculty Member and their Dean. Full-Time Faculty Members ~~will be encouraged to~~ **shall be permitted to hold** at least one (1) office hour online. Faculty members who teach online may hold no more than ~~75~~ **60**% of their office hours online.

(c) Faculty Members with an office hour obligation greater than three (3) hours per week must hold those office hours on no fewer than three ~~(2)~~ **(3)** days per week.

(d) Each scheduled period of office time shall be no less than twenty (20) minutes in duration. At the beginning of each semester, the Instructor shall prepare and submit a proposed schedule of office hours to the Dean of the division ~~for approval. Such approval shall not be unreasonably withheld.~~ The Dean will maintain a list of the ~~approved~~ office hours scheduled in the division, and the Instructor shall post the ~~approved~~ office hours on the Instructor's office door.

(e) A Dean and an Instructor (full-time and part-time) may agree to substitute additional laboratory hours, learning center hours, or other approved activity hours in lieu of office hours and such hours shall not be credited to the Instructor's teaching load.

(f) For winter or summer session assignments, all Instructors (full-time and part-time) who have an assignment of ten (10) or more hours per week (six or eight week session), or twelve (12) or more hours per week (five or seven week session), will maintain two (2) office hours per week. Instructors with a load of less than these hourly limits will maintain one (1) office hour each week. For each Distance Education course taught during the winter or summer session,

the Instructor will maintain one (1) scheduled office hour online, exclusive of class meetings and examinations.

(g) Part-time faculty may offer office hours with the goal of providing focused attention and additional learning support for students, but especially for racially minoritized students, to improve academic success. Office hours shall be payable in accordance with Article 10, Section 9(a)(1). Part-time faculty office hours shall not be computed as part of the teaching load.

#### Section 4. Instructional Objectives

In the interest of continuing to provide quality education, this Agreement contemplates an instructional program which will be designed to achieve an average weekly student contact per Full-Time Instructor equivalent at the first census count each semester of 596 hours for a 16 week term. The program design anticipates the implementation of innovative approaches to instruction, such as open laboratories, individualized instruction, team teaching, differentiated class sizes, and the use of support personnel to assist Faculty Members engaged in special programs. It also entails experimental classes devised by the Division Load Committees established pursuant to Section 7 of this Article. Division Load Committees shall study the effects of class size variations upon educational effectiveness and include such analysis in a Committee report to the Division faculty.

#### Section 5. Instructor Teaching Load

(a) The normal teaching load for full-time Instructors will be calculated on a full-load equivalency, (based on the El Camino College traditional eighteen week semester) which shall be fifteen (15) lecture hours or “extensive laboratory” hours subject to the recommendation of the Lab/Lecture Parity Committee. Any laboratory hour not defined as an “extensive laboratory” hour will continue to be compensated at 75% of the lecture hour rate.

(b) Extensive Laboratory Definitions

- (i) An extensive laboratory course is a course in which laboratory components require extensive work before, after, and/or during the lab, and are equivalent to workload efforts in a lecture course.

- (ii) Laboratory classes are established as “extensive laboratory” through the application and approval processes outlined in Section 6(c)-(g).
- (iii) An extensive laboratory hour shall be calculated at 100% of a lecture hour. This replaces and supersedes all other parts of this agreement mentioning laboratories, including but not limited to:
  - (1) Article 3.11(d) (Reassigned Time for Negotiations)
  - (2) Article 10.8(a)&(c) (Summer and Winter Pay)
  - (3) Article 10.9(c) (Part-Time Laboratory Stipend Pay)
  - (4) Article 19.5 (Part-Time Retirement)
  - (5) Appendix B (Teaching Load & Overload)
  - (6) Appendix D-1 (Part-Time Faculty Salary Schedule)
  - (7) Appendix D-3, Rate II (Special Rates of Pay)

(c) Lab/Lecture Parity Committee (LPC) Purpose

The District and ECCFT agree to form a new joint District/Senate committee, the Lab/Lecture Parity Committee (LPC), by the beginning of Fall 2020 for the purpose of identifying laboratory work that counts as “extensive laboratory” hours. By the beginning of Fall 2020, the LPC will inform the campus community of its scope and function and invite departments with laboratory assignments to prepare applications and supporting documents that seek to apply for “extensive laboratory” status. Those departments that wish to apply will have until October 15 to submit applications and supporting documents to the co-chairs of the LPC. The purpose of the LPC is to:

- (1) uphold criteria and guidelines used to identify “extensive laboratory” courses that qualify under this article;
  - (2) review applications from departments seeking “extensive laboratory” designation for specific courses;
  - (3) evaluate applications based on the criteria developed in Appendix O; approve applications that qualify for “extensive laboratory” compensation based on consensus. In the absence of consensus, a majority vote will prevail. A tie vote will result in approval of “extensive laboratory” status.
- (d) Composition of the Lab/Lecture Parity Committee

The LPC shall consist of the following members. Each member shall serve a two-year appointment with a break of service for at least two years before reappointment so that there will be a rotation of committee members:

- (1) A faculty representative from each of the eight instructional divisions appointed by the Academic Senate. Of the eight faculty members appointed, five shall have taught at least one course with a laboratory component within the academic year immediately prior to their appointment to the LPC. No two faculty members appointed by the Academic Senate shall have their primary teaching responsibilities within the same Division.
- (2) A management representative from five of the eight academic instructional divisions shall be appointed by the Vice President of Academic Affairs.
- (3) The LPC shall be co-chaired by two representatives, one chosen by the faculty representatives and the other chosen by the management representatives on the committee.

(e) LPC Review Process and Parity Implementation

(1) The LPC will meet and review applications and supporting documents during the fall semester. To determine “extensive laboratory” status, the LPC will review applications for coursework in which laboratory components require extensive work before, after, and/or during the lab, and are equivalent to workload efforts in a lecture course. The teaching of concepts should be a primary function.

(2) By December 1, final recommendations for “extensive lab” status shall be completed and forwarded to the Vice President of Academic Affairs for final approval. All decisions by the Vice President of Academic Affairs will be made by the first week of the Spring semester and are final. The Vice President of Academic Affairs may deny an application approved by the LPC only upon determining that the application does not demonstrate the course to be equivalent in workload to a lecture course. The Vice President of Academic Affairs will provide written explanation as to why equivalent workload has not been demonstrated.

(3) Negotiations will commence between the Federation and the District no later than March 15 of the Spring semester. Each negotiation team will have 3 representatives who will participate in all of the negotiation sessions. The first order of priority will be for the

negotiators to determine the cost for implementing the decisions by the Vice President of Academic Affairs. Negotiations will also include consideration of the State of California's funding of the general fund budget and the timing and the impact of implementing lab parity on the District's budget.

(4) Upon completing negotiations, approved applications shall have revised assignment contracts denoting lab parity and its equivalent compensation in effect. An "extensive laboratory hour" shall be calculated at 100% of a lecture hour. Once a course is designated an "extensive lab," all other Articles and Appendices of this agreement mentioning "laboratories" shall be calculated at the lecture rate.

(5) Implementation of approved "extensive laboratory" classes shall occur no later than the start of the fall semester following the conclusion of negotiations outlined in (3) and (4) above provided that negotiations conclude by May 15. Otherwise, implementation of approved extensive laboratory classes shall occur commencing the following spring semester.

#### Section 6. College Load Review Committee

The College Load Review Committee (CLRC) shall be composed of the Vice President - Academic Affairs, who is designated as a co-chair of the Committee, the Vice President - Administrative Services, or a person designated by the Vice President - Administrative Services, a Dean of Instruction appointed by the President of the College, and three (3) Faculty Members, each from a different division not represented by a Dean of Instruction appointed to the Committee, appointed by the President of the Federation. The faculty shall elect a co-chair from their group. The Committee members shall serve for the term of this Agreement. This Committee shall be responsible for:

- (a) Monitoring the Teaching Load Policy set forth in Appendix B of this Agreement;
- (b) Making recommendations to the District and the Federation for amending such policy;
- (c) Approving or disapproving, after review, of requests for innovative instructional practices, including those which would assist in the attainment of the instruction objectives set forth in

Section 4 of this Article;

(d) Setting such average weekly student contact hours (WSCH) per full-time equivalent objectives for each instructional division as are deemed necessary to attain the objectives set forth in Section 4 of this Article. In the event the Committee is unable to set such objectives, by majority vote, the Vice President - Academic Affairs will set such divisional objectives, provided that the Vice President - Academic Affairs does not take such action more than thirty (30) days prior to the establishment of the class schedule.

(e) The CLRC will inform faculty of its scope and function by the second week of classes in the fall semester including the process for requesting changes to class sizes. Division deans and departments will be invited to prepare class size change applications using the standardized Class Size Change Application in Appendix N. Those division deans and departments that wish to apply for a class size change will have until the second Friday in October every year to submit applications, which will be disseminated by the CLRC at the time of notification described above, and supporting documents to their Division Load Committees.

The District and Federation recognize that course size maxima impact working conditions, student learning, District funding based on state apportionment, and other academic and professional matters. Accordingly, the timeline, criteria, and process for review of applications is as follows:

- (1) The Division Load Committees will review class size change applications

based on the following criteria:

- (i) Executive summary for the change in class size.
- (ii) Comparable course loads and class size maxima at El Camino College, other California Community Colleges across Los Angeles County, other California Community Colleges beyond Los Angeles County, or other relevant comparables.
- (iii) Impact of changes to and from SLOs, PLOs, and discipline/field.
- (iv) Required workload (writing requirements, accreditation, etc.)
- (v) Impact on student success, retention, and equity.
- (vi) Issues

related to safety, equipment, classroom, and external accrediting agency requirements.

(vii) Narrative for the change in class size.

- (2) The Division Load Committees will meet to review Class Size Change applications and any supporting documents. A Division Load Committee can, if needed, follow up with division deans/departments/programs during the review process. Faculty workload, student success and retention, and equity should be considered by the Division Load Committee's review of applications. If a Class Size Change application is rejected by the Division Load Committee, the co-chairs will write an explanation to the division dean/department/program.
- (3) The Division Load Committee co-chairs shall forward all approved applications and supporting materials to the CLRC by the second Friday in November.
- (4) The CLRC will meet and review Class Size Change applications and any supporting documents. The CLRC can, if needed, follow up with division deans/departments/programs during the review process. The CLRC will consider the criteria included on the Class Size Change Application. If a Class Size Change application is rejected by the Division Load Committee, the co-chairs will write an explanation to the division dean/department/program.
- (5) By the last day of instruction of the fall semester, recommended class size change applications shall be completed and forwarded to the Vice President of Academic Affairs for negotiations.
- (6) Negotiations will commence between the Federation and the District no later than the first week of instruction during the following Spring semester. The first order of priority will be for the negotiators to determine the cost for implementing approved changes to course loads. Negotiations will also include consideration of the State of California's



funding of the general fund budget and the timing and the impact of implementing class size changes on the District's budget.

- (7) Upon completion of negotiations, approved class size applications shall change the student course caps for those classes listed on the applications.
- (8) Implementation of negotiated student course cap changes shall occur no later than the start of the fall semester following the conclusion of negotiations outlined in Section 6(e)(5-6), provided that negotiations conclude by May 15. Otherwise, implementation shall occur commencing the following spring semester.
- (9) An updated list of all classes and their respective course caps shall be posted on the HR website with the Federation's CBA and MOUs. The list will be updated as class size maxima are changed as a result of the process outlined above. The list of changes will be sent to the Federation President.

(f) At least 30 days prior to the first day of classes during any session, the District shall provide by email to all faculty a complete list of courses offered each semester and the minimum fill rate required for the class to avoid cancellation for low enrollment.

#### Section 7. Division Load Committee

(a) Within each instructional division, a Division Load Committee shall be established, composed of the Dean of the Division, who is designated as a co-chair, and three (3) to five (5) Faculty Members. The committee shall include the Division AFT Representative, one (1) faculty appointee selected by the Dean, and the remainder elected by the full-time Faculty Members of the Division. The election shall be conducted by the Federation representative of the Division. If none is seated, the Federation will appoint an alternate faculty member from the division to conduct the election. The Division Faculty may recommend in plenary session (Division Meeting) any increase in membership numbers that will ensure effective representation on the Committee. Once the faculty have joined the committee, they shall elect a co-chair of the Division Load Committee. The Division Dean and division Federation representative must approve any recommended variation.

(b) Each Division Load Committee will recommend class sizes for all classes based upon the class size change application and process described above in Section 6.

(c) Each Division Load Committee will examine any cases within its jurisdiction involving Instructors who teach a class in which, during each meeting: (i) two or more courses are taught by the same Instructor, and (ii) for each course substantially different subject matter is presented which requires separate preparations. The Division Load Committee may recommend additional load credit in these instances beyond the load credit previously allowed. Such an action by the Division Load Committee is subject to the approval of the College Load Review Committee and negotiation with the Federation. The District will notify the Federation of decisions made by the College Load Review Committee in these cases and enter into negotiations with the Federation as applicable.

(d) The Division Load Committee will otherwise plan the instructional program of the division in such a manner that it may achieve the average WSCH divisional objective established by the College Load Review Committee. In the event the Committee is unable by a majority vote to agree on the plan to reach the division objective, the Dean will devise such a plan in consultation with the Committee, provided that the Dean will not take such action more than fifteen (15) days prior to the establishment of a semester's class schedule. The Division plan will be forwarded to the Vice President - Academic Affairs. If the Vice President - Academic Affairs determines that a plan is unlikely to achieve the division objective, the College Load Review Committee will be convened to revise the plan.

(e) The College Load Committee shall meet at least once each year and shall set a minimum number of meetings and the deadlines for such meetings for the Division Load Committees.

#### Section 8. Teaching Schedules

The schedule of classes for each semester shall be planned to accommodate the needs of students and to utilize classroom facilities efficiently. Before teaching schedules are assigned, Deans shall provide each Instructor with a standardized written form within their division or program on which Instructors will present in writing the Instructor's schedule preferences with regard to courses to be taught, day and evening classes (with a minimization of time period between the Instructor's first and last class each day and maximization of the time period between the end of the Instructor's last class one day and the beginning of the Instructor's first

class the following day), off-campus classes, number of different course preparations, maximum consecutive hours of lecture/laboratory hours, the desire for overload, and modality preferences. The Dean shall take under consideration the Instructor's preferences in making class assignments and shall not arbitrarily disregard such preferences. **If a faculty member's schedule preferences are not honored, the Dean shall provide a written explanation of the reasoning to the affected faculty member.** An Instructor shall not be assigned an overload without the Instructor's consent, except as required by the balancing provisions of the Teaching Load, Appendix B. An Instructor shall not be assigned Saturday classes or an assignment for substitute teaching without the Instructor's consent unless there is no other qualified Faculty Member available for such assignment. If an Instructor must be assigned, without the Instructor's consent, to Saturday classes, the Instructor shall not be assigned duties on Mondays, provided the Instructor is not teaching a voluntary overload assignment. Those Faculty Members whose loads are split between two or more Divisions shall not arbitrarily have the ratio of their load changed. The Dean or Deans shall take into consideration the Faculty Member's preference in establishing loads and shall not arbitrarily disregard such preferences. **If a faculty member's teaching load preferences are not honored, the Dean shall provide a written explanation of the reasoning to the affected faculty member.** There shall be no transfer of Faculty Members from one Division to another without prior consultation with the Faculty Member.

#### Section 9. Classroom And Worksite Management

All instructors shall submit copies of their course syllabi, in electronic format, to their respective Division Offices before the end of the second week of instruction.

The District shall not, ~~without reasonable cause,~~ preempt the authority of the Faculty Member:

- (a) to determine methods of assessing student performance;
- (b) to assign grades to students;
- (c) to drop students from the class for excessive absences;
- (d) to recommend expulsion of students for reasonable cause in accordance with

Board Policy;

(e) to utilize appropriate student assignments;

(f) to utilize appropriate instructional materials, techniques, and aides;

(g) in the case of an Instructor, to remove a student from ~~theirhis-or~~  
~~her~~ class for the day of the removal and the next class meeting, pursuant to Board Policy and Education Code Section 76032.

(h) in the case of a non-Instructional Faculty Member, to remove a student from ~~theirhis-or-her~~ worksite for the day of the removal and the next school day, pursuant to principles of good management, safety and security.

(i) to give verbal or written notice to a student that continuation or repetition of specific conduct which is in violation of Board Policy may be cause for disciplinary action. In addition, any Faculty Member may make the following recommendations for disciplinary action to the Dean in ~~theirhis/her~~ Division:

- (1) Formal written reprimand
- (2) Restitution
- (3) Disciplinary probation
- (4) Suspension.

~~Nothing in this Section shall preclude evaluation panels from reviewing the above items in evaluating the Faculty Member's performance.~~

#### Section 10. Athletic Coaches Reassignment

A Full-Time Faculty Member who has an athletic coaching assignment may request to be released from such assignment. Such request shall be submitted in writing to the Dean of Health Science and Athletics who shall meet with the Athletic Director and then promptly forward the request with their recommendation to the Vice President - Academic Affairs, who shall meet with the Dean, Athletic Director, and the Athletic Coach requesting such release. Upon review of all the circumstances, the Vice President - Academic Affairs, shall grant or deny the request in writing. A Faculty Member with less than twelve (12) consecutive years in a partial or full coaching assignment who requests release from their coaching assignment may be granted a release from their coaching assignment by the District and guaranteed a minimum load of seventy percent (70%) per semester so long as such load will not cause the layoff or

reduction of load of another faculty member. After twelve (12) consecutive years in the coaching assignment, the Faculty Member who requests and is granted a release from their coaching assignment will be guaranteed a full load so long as such full load will not cause the layoff or reduction of load of another Full-Time Faculty Member.

#### Section 11. Voluntary Assignments

Assignments to student-teaching supervision and teaching students enrolled in independent study programs are voluntary.

#### Section 12. Offices

Each Full-Time Faculty Member shall be provided with an office area with equipment and furniture according to current campus standards including a desktop or laptop computer (with the goal of replacing computers on a 5-year life cycle or in the event ITS deems a computer not repairable), software, desk, desk chair, additional chairs when feasible, filing cabinet, book shelves, and a phone with a personal extension and voicemail. The District will provide each Full-Time Faculty Member with access to a computer printer for District use. This office area may be shared with one (1) or more Full or Part-Time Faculty Member(s) as determined by the Dean or designee in consultation with the Faculty Member. A Full-Time Faculty Member will not be required to share a desk with any other Faculty Member.

Part-Time faculty members not sharing an office with a Full-Time faculty member shall have access to a faculty workroom in each division. These workrooms shall be equipped with computers, printers, desks, and chairs. This equipment shall be maintained according to current campus standards. Dedicated space within the Library's Tutoring Center shall be made available to faculty who wish to meet with students.

#### Section 13. Student Assistants

The District will allocate a total of five thousand (5,000) hours of student assistance each semester to be calculated at the Student Help I rate of pay. The amount allocated for student assistance shall be distributed to each division by the College Load Review Committee in

accordance with instructional objectives as provided in Section 4, and to Instructors by the Division Load Committees in accordance with the division objectives as provided in Section 7.

#### Section 14. Part-Time Faculty Members

##### 1. Qualifying for the Reemployment Preference List

- 1.1 A part-time, temporary faculty member who has been employed to teach at least one course in fall, ~~and~~/or spring (or the equivalent for non-teaching faculty) by the District for at least seven (7) semesters during the previous seven (7) years and has received at least two (2) overall satisfactory evaluations during that time shall be placed on a list of faculty having reemployment preference upon completion of the seventh semester. Failure by the District to evaluate the part-time faculty member in accordance with Article 20, will result in a satisfactory designation for that evaluation.
- 1.2 The reemployment preference for part-time faculty members shall be recorded on the Reemployment Preference List ("RPL") maintained by each division. The RPL will specify the faculty member's name, date of hire, Distance Education (DE) certification status, discipline, course(s), and assignment(s) for which the faculty member is qualified as determined by the Dean or Director and a Full-Time Faculty Member. The RPL shall be maintained on file in the division office. The RPL shall be updated semesterly to list courses or assignments at El Camino College.
- 1.3 Part-time faculty members in multiple divisions will appear on the RPL for each division in which they qualify through the recruitment process.
- 1.4 If a part-time faculty member believes the RPL needs to be updated, the faculty may then schedule a meeting with the appropriate Dean/Director and, if desired, a representative of the Federation to present evidence of their claim. If the faculty member presents evidence qualifying them for additional information on the RPL, their status will be immediately updated on the RPL including where appropriate reemployment preference for assignments for the next fall/spring semester for which the District is scheduling.
- 1.5 Additional disciplines, course(s), or assignment(s) for part-time faculty may be added by the Dean or Director based upon the expertise, professional development

and/or additional study of the part-time faculty member. The Dean or Director will rely on the El Camino College Minimum Qualifications list and ~~will~~<sup>may</sup> consult with ~~the~~ full-time faculty members of the department to discuss expertise.

- 1.6 ~~The RPL shall be maintained on file in the division office and if~~ faculty on the RPL may request from the Dean or Director their own information recorded on the RPL.
- 1.7 The RPL shall be updated semesterly to reflect additions and deletions of faculty and other items listed in 1.2 above. A copy of updated division RPL's shall be sent electronically to the Federation within four weeks of the conclusion of the semester.
- 1.8 Newly added faculty to the RPL shall be notified in writing by the Dean or Director.
- 1.9 ~~The RPL shall be a public document posted in the division and made available to faculty and PT faculty digitally when requested.~~

## 2. Guidelines for Assignments

- 2.1 Part-time faculty members entitled to priority on the RPL are hired on a semester or hourly basis for at least two available assignments or the equivalent available amount of non-teaching assignments when possible. No part-time assignment may exceed 67% of a full-time load or as allowable by the Education Code.
- 2.2 ~~Seniority of faculty members in a department RPL shall be based on date of hire in that department with the first hired having the highest seniority. More senior RPL faculty shall be offered assignments before less senior RPL faculty.~~
- 2.3 ~~If all RPL faculty have accepted at least one assignment and further assignments remain, additional assignments shall be assigned in order of seniority until all RPL faculty have accepted or declined (in any combination) at least 2 assignments.~~
- 2.4 ~~If the two instructional assignments do not total a minimum of 3 LHE (e.g. two 1 unit classes), then that instructor shall be given another assignment prior to additional assignments being offered to non-RPL faculty or RPL faculty who already have assignments totalling 3 or more units.~~
- 2.5 ~~A single non-instructional assignment shall be at least six (6) hours per week. Supervisors must offer at least 2 full assignments until all assignments are exhausted. Faculty may elect to take an assignment of a shorter length with approval of their~~

Dean. Acceptance of at least one assignment, full or reduced, will satisfy the requirements to maintain the faculty's RPL status.

- 2.6 Part-time faculty will be notified of the proposed assignment(s) in accordance with provisions in Article 10, Section 9(m). Part-time faculty will respond to the Dean/Director indicating their availability and assignment preferences within 10 working days of receipt of notice of proposed assignments. Extenuating circumstances (such as illness, accident, etc.) may exempt the RPL faculty from this response timeline pending verification and at the discretion of the Dean.
- 2.7 During the two weeks prior to the beginning of a semester, the District shall attempt to contact RPL faculty member(s) by telephone, personal email and ECC email to issue last minute/emergency first or additional offers of employment. The RPL faculty member shall respond back to the Dean within two (2) working days. Failure to accept a last minute/emergency offer within two (2) working days shall constitute a decline of the offer, but shall not count as a decline of employment under paragraph 3.1 a.
- 2.8 Part-time faculty members who have reemployment preferences (Section 14, A. 1) will be offered assignments before those part-time temporary members who have not yet qualified to be on the list. Should an RPL faculty accept one class/assignment but not a second and/or third class/assignment, the declination of the second and/or third class shall not count as a decline.
- 2.9 If an RPL faculty member has an assignment cancelled at least 15 days prior to the first class meeting, that faculty member may, at the discretion of the Dean, be given an uncanceled assignment belonging to a non-RPL faculty member.
- 2.10 In cases where a reduction in assignment needs to occur due to program needs, budget constraints, or more contract faculty hires, the reduction shall occur first from among those part-time faculty members who have not yet qualified to be placed on the RPL
- 2.11 Assignments for RPL faculty may not alter existing practice with respect to first setting priority of assignments and overload for tenured/tenure-track faculty members.



- 2.12 Part-time faculty may refuse teaching and counseling dual enrollment assignments at high school sites. This refusal shall not have a negative impact on their status on the RPL.

### 3. Removal from the RPL

- 3.1 Part-time faculty members will be removed from the RPL for any of the following reasons:

- a. Declining three offers of employment (fall or spring semesters only) within a three year period starting from the first semester declined (except for Last Minute/Emergency Offers).
- b. Advising the division in writing they are no longer available for part-time employment.
- c. Receiving an overall “unsatisfactory” evaluation.
- d. Receiving two (2) overall “needs improvement” evaluations.
- e. Committing an act of omission that is grounds for terminating a full-time faculty member.

- 3.2 A part-time faculty member who is being removed from the RPL will be notified by email to their ECC email address by the Dean or Director. After delivery of email the part-time faculty member may request within ten (10) working days (as defined in Article 22), a conference with the Dean or appropriate Vice-President to review and reconsider the decision and may be accompanied by a representative of the Federation. The conference will be scheduled in a timely manner. The Dean and/or Vice President shall notify the faculty member of their decision in writing within two weeks of the meeting. ~~This decision is final and not subject to further appeal. All decisions by the Dean and/or Vice President regarding assignment or removal of a part-time faculty member shall be final and not be subject to the grievance procedure provided in the bargaining agreement.~~

- 3.3 Faculty members removed from the RPL but who are still eligible for employment, may earn their way back on the list by meeting the criteria in Section 14, A1.

### 4. General Provisions

- 4.1 Retired full-time faculty members hired to teach part-time following retirement from the District may earn their way on the RPL. To do so the part-time faculty member will restart at the first semester of the criteria in Section 14, A1. The requirements of Section 14, A1 will commence upon reemployment with the District as a part-time faculty member. Reemployment with the District is also subject to applicable CalSTRS requirements.
- 4.2 Prior to distribution of the Part-Time Faculty Availability and Course Preference form, if an RPL faculty member notifies their Dean or Director of their inability to teach in a subsequent semester, it shall not count as a decline.
- 4.3 If an RPL faculty member is on a leave of absence or excused absence, they will remain on the RPL and their inability to accept an assignment during the leave/absence will not count as decline(s) of an offer of employment.
- 4.4 Part-time faculty that qualified for employment or earned semester credit towards employment preference under the original MOU are “grandfathered-in”.
- 4.5 Reemployment Preference does not apply to winter or summer session assignments.
- ~~4.6 In all cases, part-time faculty member assignments shall be temporary in nature, contingent on enrollment and funding, and subject to program changes, and no part-time faculty member shall have reasonable assurance of continued employment at any point, irrespective of the status, length of service or reemployment preference of that part-time, temporary faculty member.~~
5. Sections 1, 2, 10, and 19 of this Article shall not apply to part-time faculty members.
6. Linked co-requisite support courses in English and Math, taught by the same part-time instructor, are considered to be two assignments for purposes of Section 14. ~~It was also agreed that per Section 14, A. 3.2, all decisions by the Dean or Vice President regarding assignment or removal of a part-time faculty member shall be final and not be subject to the grievance procedure provided in the bargaining agreement. This exclusion will also be added to Article 22 Grievance Procedures, Section 2 as a new Article Subparagraph (f).~~

## Section 15. Counselors

**INSERT AND ALIGN LANGUAGE FROM MOU**

(a) Full-time Counselors shall be employed on a 175-work day contract or a 200-work day contract consisting of a basic 40-hour work week of professional counseling services. Counselors shall have an opt-in choice of staying on the current 175-work day contract or moving to a 200-work day contract. New Counseling positions will be posted and advertised as either a 175-work day position or a 200-work day position at the Dean's discretion. Counselors can change their work day contract with the Dean's approval. Such changes must be requested in writing with supporting rationale prior to March 1 for the upcoming contract period, and will be made on a case by case basis, at the discretion of the Dean. Each Counselor will formulate and submit a weekly schedule and identify contracted weeks for their entire contract year no later than May 15 for the upcoming fiscal year, subject to the approval of the appropriate Dean or Associate Dean. If a schedule change needs to be made after the May 15 submission, requests can be submitted for approval to the Dean or Associate Dean. The contracted weeks shall include 26 hours of student contact a week consisting of one-on-one counseling which can include face-to-face or virtual with the Dean's approval, group counseling/workshops, and classroom presentations, and 14 hours of non-student contact work per week. Per the respective contracted weeks, the weekly schedule shall include student contact hours, non-contact hours, and reassigned time, when applicable, as noted in the table below and in accordance with Article 8, Section

19.

	175-work day contract	200-work day contract
Work Days	175 calendar days (August to December and February to June)	200 calendar days (July through June)

Student Contact Hours	26 hours/week over 36 weeks (based on 910 contact hours). Contact hours, not including overload, must be scheduled across a minimum of 3 days per week.	26 hours/week over 40 weeks (based on 1040 contact hours) consisting of a minimum of 32 weeks from August to December and February to June and a minimum of 4 weeks distributed during the months of January or July or both. Contact hours (not including overload) must be scheduled across a minimum of 3 days per week.
Scheduled Non-Student Contact Hours	2 hours/week (e.g., including peak week student contact time)	2 hours/week (e.g., including peak week student contact time)
Other Unscheduled Non-Student Contact Hours	4 hours/week (e.g., for meetings, professional development, peak week student contact time)	4 hours/week (e.g., for meetings, professional development, peak week student contact time)
Overload – student contact hours (optional)	Up to 6 hours/week	Up to 6 hours/week

The Dean may require up to 30 hours of student contact a week, during periods of peak registration, not to exceed four (4) weeks per fiscal year. Each Counselor will spend no less than 32 hours per week on campus (or at the location where a counselor's work is scheduled) fulfilling contractual requirements for scheduled and unscheduled time. Depending on programmatic needs and operational demands, Counselors may request to work up to 50% of their scheduled 32 hours as a remote work arrangement, subject to approval of the Dean or Associate Dean. Requested remote workdays will be discussed with the Dean or Associate Dean during the schedule approval process. Counselors approved for a remote work arrangement may be required to adjust their scheduled "remote workday" in order to fully participate in campus events, activities, or professional duties. Counselors who are working remote are expected to be fully engaged during their remote work hours.

If a counselor works Saturday hours, that counselor shall be entitled to exchange those Saturday hours from their regularly scheduled hours. A counselor shall not be assigned Saturday hours without the counselor's consent unless there is no other qualified Faculty Member available for such assignment.

(b) Counselors are entitled to all professional privileges afforded to teaching faculty, such as professional development activities. Counselors will have up to 40 hours per contract year to be used for conferences, workshops (on or off campus), or other professional development, excluding campus committees. Professional development or duties deemed critical to the function of counseling duties is excluded from the 40 hours of allowed conference time per academic year and can be completed within the 26 hours of student contact time, subject to the approval of the Dean or Associate Dean. Any hours in excess of the 40 which are approved for conferences, workshops, etc., will require the counselor to establish additional student contact hours on an hour-for-hour basis. These hours shall be rescheduled within 30 days from the hours missed.

(c) A counselor who is also assigned a teaching load during the academic year shall have the option to count the teaching load as overload up to 30 percent per semester or include it as a part of the student contact hours per week in accordance with the chart below. For each scheduled teaching hour, 2 hours of counseling time shall be reduced for teaching and prep time.

<b>Lecture/Lab Hours Scheduled for Teaching</b>	<b>Counseling Hours</b>	<b>Service to the College Hours</b>
<b>0</b>	<b>26</b>	<b>14</b>
<b>1</b>	<b>24</b>	<b>15</b>
<b>2</b>	<b>22</b>	<b>16</b>
<b>3</b>	<b>20</b>	<b>17</b>
<b>4</b>	<b>18</b>	<b>18</b>
<b>5</b>	<b>16</b>	<b>19</b>
<b>6</b>	<b>14</b>	<b>20</b>
<b>7</b>	<b>12</b>	<b>21</b>
<b>8</b>	<b>10</b>	<b>22</b>

<b>9</b>	<b>8</b>	<b>23</b>
<b>10</b>	<b>6</b>	<b>24</b>

(d) The 175-work day contract calendar is comprised of 36 weeks of service. The 200-work day contract calendar is comprised of 40 weeks of service. The academic year calendar will be communicated to all Counselors by May 1 of the prior academic year. Each counselor will submit their proposed work schedule to the Dean by May 15 of the prior academic year. If not approved, the Dean and the Counselor will develop an alternative acceptable schedule. The schedule of alternative contract days shall be determined in writing prior to June 1, of each year, but may be changed by mutual agreement during the year.

(e) Counselors employed on the 175-work day contract may work up to 15 additional per diem days outside the 175 scheduled days with the approval of the Dean, six (6) hours of student contact, at the daily rate of 1/175<sup>th</sup> of the Faculty Member's yearly salary (Article 10, Section 13(b)).

(f) Depending on programmatic needs and operational demands, additional student contact days may be requested and will be compensated at the daily rate of 1/175<sup>th</sup> or 1/200<sup>th</sup> of the Faculty Member's yearly salary, whichever is applicable, per the approval of the Dean or Associate Dean. (g) For overload, full-time counselors may request up to six (6) additional student contact hours per week, subject to Dean approval, to be compensated at the rate noted in Appendix D-5. This would only apply during the contracted hours/weeks.

(h) A Counselor may request to be relieved of counseling duties and assigned as an Instructor. Such request shall be submitted in writing to the Dean of the Division who shall promptly forward the request with a recommendation to the appropriate Vice President who shall meet with the appropriate dean and the counselor requesting such assignment. Upon review of all the circumstances, the appropriate Vice President shall grant or deny the request in writing.

## Section 16. Librarians

(a) Librarians will be employed on an academic year basis.

- (b) The basic work week under the 16-week compressed calendar for Librarians shall be 45 hours per week. This will include thirty-three and a half (33.5) regular scheduled hours of professional library service. An additional eleven and a half (11.5) hours of professional library service or other non-student contact academic activities will be provided by the Librarian, as determined by the Dean, Library and Learning Resources and the Librarian. During intersessions, if getting paid per diem, the work day is a minimum of 6 hours (combined total of in-person and remote work).
- (c) Librarians are entitled to all professional privileges afforded to teaching faculty, such as professional development activities.
- (d) A Librarian who is assigned a classroom teaching load in addition to the 40-hour professional week during the academic year will be paid for the additional hours at the hourly rate as set forth in Article 10, Section 7(c).
- (e) A Librarian may request to be relieved of librarian duties and assigned as an Instructor. Such request shall be submitted in writing to the Dean of the Division.

#### Section 17. Faculty Coordinators

- (a) Faculty Coordinators on the Fiscal Year Salary Schedule (222 contract days) will be employed for a basic work week of forty (40) scheduled hours of professional services. The basic work week under the 16-week compressed calendar shall be expanded by 12.5% (45 hours per week) for those Faculty Coordinators hired on an academic year basis.
- (b) Coordinators are entitled to all professional privileges afforded to teaching faculty, such as professional development activities.

#### Section 18. Registered Nurses, Nurse Practitioners, Physician Assistants and Clinical Psychologists

- (a) Registered Nurses, Nurse Practitioners, Physician Assistants and Clinical Psychologists in Student Health Services will be employed on an academic year basis.
- (b) Registered Nurses, Nurse Practitioners, Physician Assistants and Clinical Psychologists will be employed for a basic work week of forty (40) scheduled hours of professional services

including case preparation, staff and committee meetings, and off-site visits for professional development. The basic work week under the 16 week compressed calendar shall be expanded by 12.5% (45 hours per week). Each Registered Nurse, Nurse Practitioner, Physician Assistant and Clinical Psychologist will formulate and maintain a schedule, subject to the approval of the appropriate Dean, consisting of a basic 45 hours per week to include 36 student contact hours, including case preparation, and 9 hours of staff and committee meetings, and off-site visits for professional development.

(c) Registered Nurses, Nurse Practitioners, Physician Assistants, and Clinical Psychologists are entitled to all professional privileges afforded to teaching faculty, such as professional development activities.

#### Section 19. Released/Reassigned Time

The Dean must approve, in advance, all released/reassigned time. Released/reassigned time must be served on campus or at the location specified in the grant or other program for which such time is released or reassigned. When calculating released/reassigned time, a 40-hour week base is used, and the contractual commitments are reduced by the percentage of the released or reassigned time. See examples for clarification.

##### Example One

If an Instructional Faculty member is released/reassigned on a 50% basis:

- (a) their released/reassigned commitment is 22.5 hours per week;
- (b) their teaching schedule is based upon a 50% load; and

their unscheduled time is the remainder of the 45-hour work week. [Example Two](#)

If a Counselor is released on a 50% basis:

- (a) their released time commitment is 20 hours per week on campus;
- (b) their student obligation (in addition to any student contact time required by the released time arrangement) is 13 hours per week; and
- (c) their contractual non-student contact obligation is 1 hour per week on campus.



## Section 20. Graduation

(a) The District and the Federation agree that it is desirable to have as many Faculty Members as possible attend and participate in graduation ceremonies each year. In order to provide a minimum attendance, the Academic Senate shall assign an alternate one-third (1/3) of the Faculty Members each year to participate in the graduation ceremonies. The contractual obligation of the nonparticipating two-thirds (2/3rds) of the Faculty Members shall be considered fulfilled upon completion of their examinations, office hours, and check-out procedures.

(b) To advance the goal stated in (a), the District and the Federation will encourage PartTime Faculty Members to attend graduation and extend to them the same opportunity to secure robes and school colors as is extended to Full-time Faculty Members.

(c) In any year in which the total number of faculty in attendance at graduation ceremonies falls below 33% of the Full-Time Faculty Members, 40% of the Full-Time Faculty Members will be required to attend the following year's ceremonies.

(d) The additional faculty chosen to attend, beyond the required one-third (1/3), will be picked by a random drawing in the office of Academic Affairs with Federation representation present.

## Section 21. Flex Time Credit

Each 10-month Full-Time Faculty Member shall be responsible for 24 hours of Professional Development and each 12-month Full-Time Faculty member shall be responsible for 9 hours of

Professional Development. Full-Time Counselors shall be responsible for 9 hours of Professional Development.

(a) A total of four (4) days shall be identified for Faculty Development (Flex) on the academic calendar. A Flex day shall consist of six (6) hours.

(b) The first day of the fall semester shall be a Flex day, with six (6) hours of scheduled activities ~~mandatory for all Full-Time Faculty Members~~. The morning of the first day of the spring semester shall be three (3) hours of scheduled Flex activities ~~mandatory for all Full-Time Faculty Members~~. If there is a scheduling conflict with the President's availability, the morning of the second day of the spring semester shall be used in lieu of the first day. Faculty

members will be notified by email at least ninety (90) calendar days in advance of such rescheduling. ~~The additional fifteen (15) hours of required Flex activities will be required of all 10-month Faculty and~~ Required professional development hours may be completed with activities selected at the Faculty Member's discretion.

El Camino College's mission is to make a positive difference in people's lives and provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities. Hence it is imperative that faculty engage in Senate-approved professional development that unpacks, interrogates, and identifies strategies to vigilantly mitigate and dismantle systemic racism and/or addresses racial

equity, diversity, and inclusion (EDI).

It is mutually agreed as follows:

10-month full-time faculty are currently required to complete 24 hours of professional development activities annually per Article 8, Section 21 of the collective bargaining agreement. Beginning with the 2021-2022 school year, all 10-month tenured and tenure-track faculty will be required to complete four (4) hours of equity focused professional development training outside of the mandated fall and spring professional development day general session each academic year. Completion of senate approved racial equity focused trainings shall count toward the completion of the required 24 hours of professional development hours for 10month faculty. Beginning with the 2021-2022 school year, all part-time faculty will be paid to

complete two hours of mandated, Senate-approved racial equity focused professional development each academic semester when employed with an active contract (fall/spring). Completion of equity focused professional development hours shall be counted separately from required District trainings per Article 10, Section 9(h). The remaining one hour, if the part-time faculty member is eligible for more than two (2) hours, shall be paid based on contracted hours per Article 8, Section 21e. Professional development (PD) hours shall be paid

at the appropriate column and step of Appendix D-1, Lecture rate.

Some examples are as follows based on Article 8, Section 21e and the preceding text:

1. A PT faculty member with a six (6) unit load (eligible for three (3) paid hours of PD per CBA)
  - a. If the PT faculty member completes one (1) hour of EDI PD and two (2) hours of non-EDI PD, they shall be paid for three (3) hours at the appropriate D-1 lecture rate.
  - b. If the PT faculty member completes three (3) hours of non-EDI PD, they shall be paid for three (3) hours at the appropriate D-1 lecture rate.
2. A PT faculty member with a four (4) unit load (eligible for two (2) paid hours of PD per CBA)
  - a. If the PT faculty member completes three (3) hours of EDI PD, they shall be paid for two (2) hours at the appropriate D-1 lecture rate.
  - b. If the PT faculty member completes three (3) hours of non-EDI PD, they shall be paid for two (2) hours at the appropriate D-1 lecture rate.
3. A PT faculty member with a two (2) unit load (eligible for one (1) paid hour of PD, per CBA)
  - a. If the PT faculty member completes two (2) hours of EDI PD, they shall be paid for two (2) hours at the appropriate D-1 lecture rate.
  - b. If the PT faculty member completes two (2) hours of non-EDI PD, they shall be paid for one (1) hour at the appropriate D-1 lecture rate.

~~(1) If a Faculty Member misses a mandatory Flex day, they shall be charged under the appropriate leave account in proportion to the missed flex time and may not make up the absence. For the purposes of this Article, six hours of flex time shall be equal to one day of absence. Any portion of the six hours missed shall be considered a partial absence and shall be charged accordingly. For example, if a Faculty Member misses the fall flex day (6 hours) they will be charged with one (1) day (8 hours based on a 40-hour work week) of absence. If a~~

~~Faculty Member misses the spring flex day (3 hours), they will be charged with one-half day (1/2) day (4 hours based on a 40-hour work week) of absence.~~

(2) A Faculty Member must submit the ~~24~~<sup>additional 15</sup> hours of required flex activities by June 1, which can include scheduled events that will occur between June 1 and June 30. No flex credit hours may be submitted for non-scheduled activities (i.e., watching videos or reading a book) occurring after June 1. A Faculty Member's pay shall be deducted for any of the ~~24~~<sup>15</sup> flex hours not completed.

(c) Faculty Members on extended leave (e.g., sabbatical, study abroad, faculty exchange, catastrophic illness, etc.) shall have their twenty-four (24) hour Flex obligation proportionately reduced for that academic year.

(d) The Flex requirements shall apply equally to Full-Time Temporary Faculty Members, with the twenty-four (24) hour requirement pro-rated if the assignment is less than 100%.

(e) Each Part-Time Faculty Member ~~may elect to complete~~<sup>shall be responsible for completion of</sup> Professional Development flex time equal to ~~two (2)~~<sup>one-half (1/2)</sup> hours of professional development activities for each semester unit taught in the fall and spring semesters up to a maximum of ~~ten (10)~~<sup>three (3)</sup> hours per semester. Flex time shall be payable at the appropriate column of Appendix D-1, Lecture, Step 1 rate. Part-Time Faculty Flex hours shall not be computed as part of the teaching load.

(f) ~~Up to 2 hours of mandatory virtual trainings may be assigned to full-time faculty per semester. Such hours shall be counted as professional development. Additional virtual trainings may be assigned, but they shall be optional and compensated at the Appendix D-3, Rate I hourly rate.~~

## Section 22. New Faculty Learning Academy

Faculty Members, newly hired to a full-time tenure track position, may be required by their Dean to attend the New Faculty Learning Academy. The New Faculty Learning Academy will consist of up to four (4) two- (2) hour sessions in the first fall semester of their employment. The District shall provide Flex Time credit, hour for hour, for all new Full-Time Faculty Members who attend.

### Section 23. Safety

(a) The District shall provide work and workplaces that are safe and healthful. The District and employees will follow applicable job safety and health laws while conducting District business. The Federation will cooperate with the District in encouraging employees to maintain a safe and healthy work environment.

(b) The Federation shall have a designated representative on the District Safety & Health Committee.

### Section 24. Dual Enrollment

~~Classes offered at high school campuses, as mutually agreed upon between the ECC District and the local school district, may be taught by qualified high school teachers who meet District minimum qualifications and are being paid by their local district per their local school contract. A qualified high school instructor teaching a course offered for college credit at a high school campus will not displace or result in the termination of an existing El Camino faculty member teaching the same course at the District.~~

(a) High school students who qualify to enroll in college courses at El Camino College may elect to do so while still enrolled in high school. The courses may be offered on the El Camino College campus or at the high school with which El Camino College has a dual enrollment agreement/contract in place. Faculty who teach El Camino College courses are employees of the College and may teach such courses at the high school or on the El Camino College campus. Faculty may refuse offsite (i.e. not on the El Camino College campus) assignments without penalty or having a negative impact on full- or part-time Faculty load or rehire rights.

~~Part-time faculty may refuse teaching and counseling dual enrollment assignments at high school sites and shall not count as a decline of employment under paragraph 3.1 a, but shall count as an offer of employment for the semester (Article 8, Section 14).~~

(b) High school teachers who meet the minimum qualifications to teach college courses that are offered through dual enrollment, may indicate their preference for teaching a course. The teacher will be interviewed by a selection committee in the normal

manner in which part-time Faculty are hired. If selected, the high school teacher will be employed by El Camino College as a part-time Faculty member and receive pay in accordance with the collective bargaining agreement between the El Camino College District and the Federation. The Faculty member shall perform their teaching duties and responsibilities in accordance with the El Camino College faculty collective bargaining agreement and the policies and procedures of the El Camino College District. All part-time dual/concurrent enrollment teaching offers are subject to rehire/seniority preference as outlined in Article 8, Section 14 of this contract.

~~If a part-time faculty member is on the RPL, refusal of a dual enrollment course at a high school worksite does not constitute a refusal of an assignment as enumerated in Article 8, Section 14.~~

(c) El Camino College dual enrollment faculty who are not also employed by the high school district site where they are teaching shall receive the following:

(c)1 – mileage reimbursement calculated based on a round trip (R/T) from El Camino College to the high school site for scheduled teaching and counseling days. This shall be paid out at the district mileage rate.

(c)2 – If the dual enrollment course is canceled, the assigned instructor will be paid for the course up to and including the canceled class day, be given up to one hour of pay (at the appropriate part-time rate), and R/T mileage reimbursement to return to the site to remove belongings from the classroom.

(c)3 – Dual enrollment faculty shall be paid a \$100 stipend upon completion of the course.

(d) All dual enrollment courses shall fulfill the required El Camino College classroom hours to meet credit requirements of the course outline of record (COR) and for courses taught by El Camino faculty will not exceed the hours listed on the COR.

## Section 25. Department Chairs

### 1. Department Chairs Duties and Responsibilities

The department chair shall provide leadership to the department and shall assist the Dean or responsible administrator in a non-managerial capacity.

Chair reassigned time and stipends indicated in section 2 Compensation are granted so that the department chair will be able to fulfill the chair's leadership responsibilities and perform the college's operational duties in a timely manner. The responsibilities and duties include:

1.1. Scheduling

- 1.1.1. Provide primary input into classroom and non-classroom scheduling and assignments in response to District guidelines and parameters.
- 1.1.2. Review and make corrections to preliminary drafts of the class schedule and catalog.

1.2. Staffing

- 1.2.1. Identify faculty staffing needs (full-time and part-time) to Dean and assist with recruitment.
- 1.2.2. Participate in interviews and recommend faculty for hire.
- 1.2.3. Orient new faculty to the department and program.
- 1.2.4. Coordinate discipline equivalencies.

1.3. Planning

- 1.3.1. Work with department members to complete program review.
- 1.3.2. Make recommendations for program expansion and modification.
- 1.3.3. Coordinate the review, modification, additions, and deletions to department curriculum.
- 1.3.4. Coordinate departmental assessment of outcomes related to college accreditation.
- 1.3.5. Assist the Dean in other planning activities as needed.

1.4. Budget

- 1.4.1. Provide input to the Dean for annual budget and other expenditure requests to relevant college funds.

- 1.4.2. Work with Deans and division faculty and staff to efficiently utilize authorized departmental funds and monitor departmental expenditures throughout the fiscal year.

- 1.5. Divisional Relations

- 1.5.1. Attend standing Department Chair and Division Council meetings and meet with the Dean and Vice President as needed.
- 1.5.2. Act as liaison between Faculty and Administration.
- 1.5.3. Where appropriate, assist and collaborate to maintain external program accreditation or approval.
- 1.5.4. Provide program expertise and information to the Board of Trustees as requested.



## 2. Compensation

The below table is used to configure department chair remuneration based on FTEF. Should a department chair position become vacant for any reason during a semester or session, the remuneration shall be prorated.

Baseline FTEF Compensation: Each department chair shall be given a baseline compensation per the following table:

### Chair Baseline FTEF Compensation

Full-time equivalent faculty in the department as of the beginning of the prior spring semester	Reassigned time for department chairs per semesters	*Summer/Winter Stipend to be paid at the end of summer/winter
Up to 5	30%	\$1,000
More than 5 and up to 15	40%	\$2,000
More than 15 and up to 35	50%	\$3,000
More than 35 and up to 50	75%	\$4,500
More than 50	100%	\$6,000

## 3. Eligibility, Single and Multi-Discipline Elections, Resignation, and Removal.

- 3.1. Department Chairs shall be elected from the tenured full-time faculty of the department for a term of three (3) years.
- 3.2. Eligibility: Except as provided in the next paragraph, to qualify as a candidate for department chair a faculty member must be full-time and must be assigned 50% or greater within the department at the time the office is assumed.

- 3.3. Faculty planning sabbatical or leave of absence during the proposed term are ineligible. Overload assignment shall not be considered when determining eligibility.
- 3.4. Elections: The method of voting shall be determined by a majority vote of the full-time members of the department.
  - 3.4.1. If no voting method can be determined, voting shall be by written, secret ballot (written proxy votes are accepted). All ballots shall list the names of the candidates in lottery order, and shall provide a space for a “write-in” candidate. If requested by a faculty member of the department, tabulation shall be presided over by an officer of the Federation and the area Dean.
  - 3.4.2. Former members of a department currently serving in an administrative position are not eligible to vote in these elections, nor may they become candidates unless they relinquish their administrative positions, return to faculty status, and resume membership in the department. An individual on a leave of absence may be a candidate for department chair, but only if they are scheduled to return from the leave in time to assume the duties at the beginning of the term.
  - 3.4.3. All full-time faculty members assigned to a department shall have the right to vote. The presiding department chair is considered a voting member.
  - 3.4.4. To be elected, a candidate must receive a majority of the votes cast.
  - 3.4.5. If no candidate receives more than 50% of the vote, a runoff election will be held between the two candidates that received the most votes. In the event that the two final candidates tie, and the tie cannot be broken, selection shall be determined by lot at the election.
  - 3.4.6. Departments may limit the consecutive number of terms a chair can serve as determined by a majority of the voting members in the department.
  - 3.4.7. If the department is unable or refuses to elect a chair, the Dean shall take over the duties of chair.
- 3.5. Acceptance and Notification Timeline for Chair Assignment.

- 3.5.1. Sitting Department Chairs will notify their Dean of the outcome of the spring elections within seven business days of the selection of the newly elected Department Chair.
  - 3.5.2. Department Chairs newly elected in the spring semester may assume duties July 1st or on the first day of the fall semester following their election if the sitting Chair does not work the entire summer/winter.
- 3.6. Summer/Winter Chair Duties
  - 3.6.1. By the end of the first week of May (for summer) or November (for winter), Department Chairs will inform the Division Dean if they will work in the summer/winter. If the job will be shared between co-chairs or a sitting and a new Chair over the summer/winter, the stipend will be evenly split.
  - 3.6.2. A sitting Department Chair who is not sharing the assignment and elects to work during the summer/winter will complete tasks as needed and be in communication (via e-mail, telephone, or other virtual modality) with the Division over the entire summer/winter term to receive a full stipend.
  - 3.6.3. If a sitting Department Chair becomes unavailable to fulfill their Chair responsibilities during the summer/winter, the Dean will take over the Chair duties and the summer/winter stipend will be prorated accordingly.
  - 3.6.4. Any Department Chair, newly elected or sitting, may elect not to work during the summer/winter. In such cases, the division Dean will take over summer/winter Chair duties.
- 3.7. Resignation and Removal
  - 3.7.1. Resignation:
    - 3.7.1.1. In the event that a department chair does not complete their term of office, a new chair shall be selected by election to serve for the remainder of the unexpired term. In instances when the unexpired term is one half (1/2) or more of a full term, it shall be counted as a first term for the new chair.

- 3.7.1.2. The department chair may resign at any time. Their written resignation shall be submitted to the area Dean fifteen (15) working days prior to the effective date of resignation.
- 3.7.2. Recall: A department chair may be removed from their assignment as chair through recall election. The reasons for recall must be stated in writing by a full-time faculty member in the department and submitted to the area Dean's office. The department chair shall have a chance at a department meeting to respond to reasons for recall before voting takes place. The area Dean's office shall conduct the vote within 4 weeks of the recall petition filing. The chair can be recalled if two-thirds (2/3) of the members casting ballots vote in favor of the recall. Recall may be instituted no sooner than one semester after the chair takes office.