

ARTICLE 25

PART-TIME FACULTY STAFFING PREFERENCES

25.1 STAFFING PREFERENCE ELIGIBILITY INFORMATION: Part-time faculty become eligible for staffing preference consideration after their seventh semester of teaching within a given department (summer session does not count toward the awarding of staffing preference). Faculty who wish to be considered for preference must submit an application upon completion of their seventh semester teaching evaluations or qualifying evaluations within a given department by the end of the second full week of classes for consideration in the next semester. Eligible part-time faculty will be granted staffing preference if they meet the criteria described under either of the groupings described below:

1. Faculty member has received a summary rating of “exceed standards of performance” on most recent evaluation.

2. Faculty member has received “meets standards of performance” or “satisfactory” level of performance with average to high ratings in most areas, including the following rating totals (excluding “NA”, not applicable):

- On the Classroom/Workplace Observation Form: majority of ratings are “SA” (strongly agree) with no more than 1 “D” (disagree).

AND

- On the Student Evaluation Forms: the majority of ratings are “SA” in the majority of categories with few “D” (disagree).

Evaluations shall be scheduled according the following schedule:

Semester 1

Semester 4

Semester 7 (A composite evaluation produced by two different evaluators) Student evaluations shall be conducted in up to two sections of the faculty member’s assignment.

25.2 PROCESS FOR OBTAINING STAFFING PREFERENCE:

1. Part-time faculty members may submit applications any time after their seventh semester of teaching. Retiring full-time faculty may submit applications at the time of their retirement.

2. The eligible part-time faculty member submits an application for staffing preference to the college HR personnel who attaches copies of the most recent evaluations and sends the packet to the appropriate department chair.

3. The department chair and division dean shall review eligible applicants to determine if any of the disqualifying conditions preclude any applicant from receiving staffing preference. The department chair may elect to include in this meeting a sub-area representative who has been involved with coordinating the program. In the absence of any disqualifying conditions, a faculty member meeting criteria #1 will be granted staffing preference.

4. The department chair and division dean shall review applicants under criteria #2 to determine whether or not to grant staffing preference based on the evaluation criteria. If the department chair and division dean cannot reach agreement about granting preference for a faculty member, the department chair will convene the review team consisting of the chair, dean and evaluators (or department designee if the evaluator is not available). The review

team decides by consensus whether or not to grant preference to the applicant. Applicants denied staffing preference have the right to appeal, using the process as specified in the CCCCDF Agreement, Article 8.1.1.4. However, the decision of the dean and department chair or review team is not grievable.

5. Staffing Preference is granted until the faculty member no longer meets the criteria.

25.3 LOSING STAFFING PREFERENCE: Regardless of eligibility, part-time faculty will not be awarded or will lose staffing preference under any one of the following conditions:

1. faculty member has not submitted final grades for a class in a timely fashion (within 10 working days of the last day of instruction for the semester) within the previous four semesters taught.

2. faculty member has not submitted census roster or positive daily attendance rosters by the prescribed deadline on more than one occasion for a period encompassing the two most recent teaching semesters.

3. faculty member has been absent from class, lab, or assigned staffing hours without proper notification to the division or instruction office on more than one occasion for a period encompassing the two most recent teaching semesters.

4. faculty member has been the subject of persistent unresolved students complaints alleging violations of Education Code 87732.

5. the district has found the faculty member to have violated a specific section of Education Code 87732.

6. faculty member has not taught or has declined all assignments offered for the previous two teaching semesters, except under conditions covered under the CMFLA (California Medical Family Leave Act).

The Evaluation Review Team (evaluator(s), chair and dean) may consider extenuating circumstances for any of the above conditions.

25.4 MAINTAINING STAFFING PREFERENCE: After having gained staffing preference, the faculty member's subsequent evaluations will meet the same standards as listed under eligibility. Subsequent evaluations will occur on a 3 year (six semesters) rotation. A department or dean may request that an evaluation be scheduled out of rotation for cause (pattern of student complaints or not adhering to department standards, course outline, or administrative obligations).

25.5 EXCEPTIONS TO GRANTING PREFERENCE RIGHTS: Staffing Preference is not available to Coaches for Intercollegiate/Athletic classes associated with the intercollegiate Coaching Contracts.

25.6 STAFFING PREFERENCE BENEFITS FOR PART-TIME FACULTY:

1. Whenever possible, a faculty member with staffing preference must be offered his or her historical modal load [most frequent load] taught within the past five (5) corresponding semesters. If there is no modal load, then median load will be used. Part-time faculty on

variances over 67% will be considered to be at a 67% load for that semester in regards to modal load history. Load will be tracked by Division Deans.

2. Part-time faculty may qualify for staffing preference in different departments, but preference has to be attained independently and staffing preference cannot be automatically transferred from one department to another.

3. Part-time faculty may qualify for staffing preference at different colleges. Such rights have to be attained independently at the department level and cannot be transferred from college to college.

4. Part-time faculty members with preference have priority for long-term substitute positions whenever possible.

5. Part-time staffing assignments shall be made in accordance with departmental scheduling guidelines based upon the following base criteria in order of priority: contract, regular, overload (AC), long-term substitute, categorically funded assignments, part-time faculty with preference and part-time faculty without preference. Exceptions to this staffing order can be made for curricular expertise necessary for the departmental program. Departmental staffing guidelines and policies shall be made available to all faculty members in the department.

6. Department chairs or staffing committees shall provide part-time faculty with preference the opportunity to state staffing preferences (including but not limited to days/time available, historical schedules, course preferences). Whenever possible, preferences will be honored providing they do not conflict with departmental or student needs.

7. Departments will address in their written guidelines what will be the process for implementing part-time preference in scheduling (taking into consideration such things as expertise, experience, seniority, rotation of offerings, first right of refusal to new sections, increase of load as available, ability to teach new courses as qualified). The United Faculty will provide departments with guidelines, suggestions and templates that they may choose to use.

25.7 REVIEW: This Article of the CCCCDF and District Agreement shall be reviewed and amended every two years or when significant changes occur either in the Ed Code or other contractual procedures (such as, but not limited to, Evaluations).