

**Section:** Flex Year Contracts for Instructional Faculty

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**Sponsoring Unit/Department:** Provost Office

## Flex Year Contracts for Instructional Faculty

Flex year contracts for Instructional Faculty provide for flexible scheduling of instructional services and are intended to expand the ways in which the College and Instructional Faculty meet student needs. This type of contract is also designed to give the Instructional Faculty member more options for meeting contractual obligations. Instructional Faculty participating in this program fulfill the provisions through a variety of non-traditional times such as recesses, winter intersession (if offered), and summer sessions, by flexible loading during traditional semesters, or a combination of both. Classes taught during any summer session and/or during winter intersession may be used as part of an instructional flex schedule. Any summer session used in an instructional flex schedule must be used at the end of the contract year.

### Accountability

1) A Flex Schedule Calendar demonstrating how a Faculty member's Days of Accountability (169 for Academic Year Faculty, and 221 for 12-month Faculty) and instructional annual workload (30 load hours for Academic Year Faculty and 39 load hours for 12-month Faculty) will be met and submitted to District Human Resources Department for review by June 30.

### Examples of Flex Schedule options

In order to assist Academic Year Faculty members who are interested in establishing a flex year contract, the following illustrates a combination of sessions and times in which the full teaching load may be met\*:

1. Fall semester through Spring semester
  1. Fall semester, Spring semester, and Summer Session B
  2. Fall semester, Spring semester, and Summer Session A
  3. Fall semester, Summer Session A, and Summer Session B
  4. Spring semester, Summer Session A, and Summer Session B
  5. Fall semester, Spring semester, and Summer Session C
  6. Fall semester, Winter Intersession, and Spring semester

\*Note: Any schedule requires 169 days of accountability. Evening, weekend, recess, late start, pre-session and post-session may be used under any option above to meet the regular load.

2) Weekly, on-campus accountability must be the equivalent of an average of 29 hours in a standard workweek.

3) Additional expectations of Faculty members, such as annual student advising hours (29) and office hours, committee assignments and other professional activities must be met in order to fulfill the full-time contractual obligation. Furthermore, the Faculty member is accountable for attending the Graduation Ceremony, All College Day, and All Faculty Day, if the flex year scheduled period coincides with these activities.

## **Eligibility**

- 1) Current regular Faculty interested in the program must submit a written request to their supervisor by March 1 for the following fiscal/contract year. The request should demonstrate that the schedule does not negatively affect the program, and must give a general outline of the proposed flex schedule.
- 2) If an unforeseen circumstance arises, a Faculty member, in conjunction with their supervisor and Employee Service Center (ESC), can request an exception to the flex deadline in order to serve the needs of the educational program or operation of the subject/service area. Requests will be submitted to the supervising Administrator for approval.
- 3) Typically, newly employed Faculty are eligible to volunteer for the flex year program by the March 1 deadline of their first contract year of regular employment. A newly employed Faculty member who agrees to work a schedule that otherwise meets the flex schedule definition during his/her first contract year of regular employment may request an exception.
- 4) All 12-month Instructional Faculty are automatically on a flex schedule and should meet with their supervisor by Graduation Day, whenever possible, to establish the flex schedule for the upcoming contract year.
- 5) The faculty member's election of a flex year schedule will remain in effect until the faculty member requests a return to a traditional fall/spring schedule.

## **Approval Process**

The faculty member's supervisor is the final approving authority over flex year contracts, understanding that service to students, fairness and equity are important issues in the approval process. The faculty member's supervisor will share the rationale for denying a flex schedule assignment. The faculty member may appeal to their Dean or Vice President if the Dean is their supervisor.

## **Salary/Contract Design**

Faculty members in the flex year program shall be paid on the basis of 26 pay periods if the contract dates are different from the traditional academic year Faculty contract dates. (If the dates are the same, the Faculty member may opt for either 20 or 26 pay periods.)