

Appendix B: Unit Guidelines

Non-Teaching Days of Accountability for Instructional Faculty.....	80
Cross-Campus, Cross-Department and Cross-Discipline Faculty Assignments	82
Flex Year Contracts for Instructional Faculty.....	85
Supplemental Agreements (Non-teaching).....	88

Unit Guideline

Non-Teaching Days of Accountability for Instructional Faculty

Introduction

Service to students is the College's highest priority. To facilitate the College's ability to meet the needs of students, Instructional Faculty offer traditional instructional services and other instructional services through a variety of innovative methods and flexible scheduling. Instructional Faculty are an integral part of the College's student success model, and, as part of their professional responsibility, they also provide valuable, complementary support to various student development functions, including student advising, enrollment, registration, retention and community outreach. The coordination of these functions is essential to maximize service to students and the College.

Definition

In accordance with the Faculty Personnel Policy Statement, Instructional Faculty may be assigned for five (5) days each year to student advising, or other functions pertinent to college enrollment, registration, retention and community outreach, including participation in approved workshops. These activities are in addition to the discipline or program-based academic advising and are to be conducted within the Faculty member's 169 days of accountability throughout the year.

Standards

1. Through consultation with their supervisor or designee, each Faculty member shall have input into the scheduling of the five (5) days for student advising or other functions.
2. A College-approved list of authorized activities will be provided by the Provost's Office to the Faculty member's supervisor or designee to include, but not be limited to:

Enrollment/Registration

- Advising--all locations and modalities
- Student Orientations and Workshops

Outreach

- K-12 schools
- Community-based agencies
- Businesses and industries
- Governmental agencies
- Post-secondary institutions (private and public)

Retention

- Early Alert follow-up
- Classroom visitations
- Directing or leading seminars and workshops
- Designing or developing advising and retention aids
- Serving as an advisor for clubs sponsored by the College
- Participating in other approved student success activities

- Advising or working with students in PCC non-credit academic preparation programs, for example Brush-Ups and Boot Camps, Adult Basic Education and GED preparation

Technology-related Training

- Advising
 - Retention
 - Outreach
3. The supervisor or designee will provide a copy of the College-authorized list to each Faculty member and approve the Faculty member's academic or flex year non-teaching days of accountability.
 4. The activity facilitator(s) will provide the faculty member's supervisor or designee with documentation of their s participation in the approved activity.
 5. The supervisor or designee will monitor and maintain accountability records for each Faculty member.

Evaluation of Activities/Programs

The Dean of Education and Student Affairs will evaluate the overall effectiveness of the program, including the value of the activities for Faculty and student success. The procedures outlined in this guideline and authorized list may be amended, as needed by the Provost Office.

Unit Guideline

Cross-Campus, Cross-Department and Cross-Discipline Faculty Assignments

Introduction

With the agreement of the supervisor, a Faculty member may request that his/her regular full-time assigned duties be distributed over more than one campus, department or discipline/program/service area (Article II B). A Faculty member with distributed duties is expected to fulfill the complete range of duties and responsibilities outlined in the Faculty Personnel Policy Statement, *Personnel Policy Statement for College Employees*, and to meet all other appropriate College policies, regulations and Standard Practice Guides. The College administration will ensure that Faculty approved for distributed assignments receive clear and consistent administrative supervision and direction and are accorded all the respect, courtesies and rights of his/her Faculty professional status. For more specific information see Articles II and VIII of the Faculty Personnel Policy Statement. The Faculty member is to be considered a regular Faculty member in these cross-campus, cross-department or cross-discipline/program/service area assignments which are part of his or her regular full-time assignment.

Full-time Faculty have the right to select classes for both their regular load and overload on their primary campus before any classes are released for cross-campus assignments, which will be made in the following order:

1. Full-time Faculty who have requested cross-campus assignments in writing by the dates specified in Article II B, Section 2, and Article II C, Section 3, will be informed of available classes and the departmental procedures for assigning them by the appropriate department chair. Any class assignments to adjunct Faculty before these dates are considered contingent.
2. Department chairs will then staff the agreed upon classes with cross-campus, full-time Faculty before staffing the rest with adjunct Faculty. At this point, classes are considered officially assigned, and full-time Faculty may not displace adjunct Faculty except to make regular load.
3. Should a new or existing section become available, the Department chair should make a reasonable effort to allow first, full-time Faculty at their primary campus and then all other full-time Faculty in the discipline, a first right of refusal before staffing it with adjunct Faculty. Faculty have seven 7 calendar days, when possible, to notify chairs of their interest in the class, at which time the Department Chair may staff the class with an adjunct Faculty member.

Definition

Each Faculty member with approved distributed responsibilities will be assigned a primary campus, department and/or a discipline/program/service area. A regular Faculty member teaching or providing complementary education services over two campuses is considered to have a primary campus, department, and/or discipline/program/service area assignment when 51% or greater of his/her teaching and/or complementary educational service assignment occurs on one of them. A regular Faculty member whose teaching and/or complementary educational service assignment is 50% or less over two or more campuses, departments and/or disciplines/programs/service areas shall have a

primary assignment designated with agreement among the supervisor(s). This primary assignment will also be made in consultation with the Faculty member.

The primary campus is the campus that schedules the class and receives the FTSE for the class, regardless of the location where the class is delivered.

Standards

1. The FTE for the regular Faculty member shall reside at the designated primary campus, department, and/or discipline/program/service area and shall be supervised by the appropriate supervisor for that area. A Faculty office will be provided with appropriate furniture and office equipment, including computer technology as needed.
2. A request for a cross-campus assignment must be made in writing to the supervisors at both campuses (the primary campus and the campus at which the Faculty member wishes to teach), no later than midnight on the dates specified in Article II B, Section 2, and Article II C, Section 3. Copies of the written request must also be given to the Presidents and appropriate Department Chairs at both campuses. Sending your request by email and including all appropriate parties is considered to be an acceptable written format.
3. The cross-campus assignment will be approved unless the supervisor at either campus attests that the cross-campus assignment would negatively affect the quality of the educational program or the operation of the subject/service area involved.
4. The primary campus will receive Adjunct Faculty dollars from the receiving campus for the cross-campus assignment in situations where the primary campus hires an Adjunct Faculty to cover that fraction of the full-time Faculty member's load.
5. The primary supervisor at the primary campus, department and/or discipline/program/service area shall be responsible for maintaining, evaluating and approving workload assignments, including days of accountability for flex year contracts, teaching load and/or assigned complementary service work schedules, Faculty office hours, advising, committee assignments, etc. for that portion of the load assigned as primary. Supervisors from different campuses, departments, and/or divisions shall collaborate with the primary supervisor to determine teaching load or work schedules for complementary educational services of the participating Faculty member.
6. The primary supervisor shall also be responsible for conducting the College- approved Faculty evaluation process with the Faculty member and for responding to student complaints and/or grievances. supervisor on other campuses shall also collaborate on evaluating the Faculty member, and in handling student complaints and/or grievances if they occur, other than on the primary campus, department, and/or discipline/program/service area.
7. The Faculty member shall have the right to provide input into his/her teaching schedule and/or complementary service work schedule of coverage in all departments, disciplines/programs and service areas assigned.
8. The regular Faculty member shall be provided the opportunity to meet his/her assigned load or service area work schedule by having priority over Adjunct Faculty assignments or by utilizing a

flexible schedule. If a course that is part of a Faculty member's regular load is cancelled, or if his/her load is reduced for reasons beyond his/her control, he/she may, through collaboration with his/her primary supervisor, request assignment to an unstaffed section or a section staffed with an Adjunct at any other site. In addition, regular Faculty desiring overload classes shall have preference in accordance with overload policy (Article II C).

9. The regular Faculty member shall have the same opportunity to receive information and be involved in all assigned campus, department and discipline/program/service area activities including campus, department, and division meetings. For Instructional Faculty, the regular Faculty member shall provide input into the other assigned departments' curriculum process and textbook selection process. All Faculty members on cross-campus or department assignments shall be provided the opportunity to participate in grants development and professional development, among others.
10. The regular Faculty member shall participate in the election of a Department Chair as appropriate in the primary department and/or discipline/program/service area at his/her primary campus (Appendix D).
11. The regular teaching Faculty member shall have the opportunity to attend all CDACs for which he/she has an assigned load, but the Faculty member's primary discipline assignment (see Definition above) shall determine the CDAC to which he/she has full membership, including voting rights.
12. The regular Faculty member shall be afforded the same opportunity for summer teaching assignments in each department and discipline/program as any other regular Faculty member in the respective department or discipline/program.

Evaluation of Assignments

The primary supervisor in consultation with the other supervisors shall seek input from Faculty in these distributed assignments about the challenges and opportunities such assignments afford them.

Appeal Process

Faculty denied a cross-campus assignment may first appeal to their President. Assignments not approved by the Campus President may be appealed once, in writing, to the Chief Human Resources Officer whose decision is final.

Unit Guideline

Flex Year Contracts for Instructional Faculty

Introduction

As established in 2003/04 in Article II of the Faculty Personnel Policy Statement, a flex year contract will be available to interested Instructional Faculty with the approval of the appropriate Campus President and in light of the educational needs of the College. Contract start and stop dates may vary depending on College needs; however, the administration, appropriate faculty leadership and the Instructional Faculty member are jointly and individually responsible to assure that the appropriate accountability is fulfilled within the flex year contract period.

Definition

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 program is also designed to give the Instructional Faculty member more options for meeting contractual obligations. Instructional Faculty participating in this program fulfill the provisions in Article II during a variety of non-traditional times such as recesses, winter intersession, 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. See the examples listed below.

Parameters

Accountability

The Faculty member, in consultation with their supervisor, will develop a Flex Schedule Calendar demonstrating how his/her 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 (see Article II B). The Flex Schedule Calendar will be submitted to District Human Resources for verification of policy adherence.

It is assumed that the Flex Schedule, weekly, on-campus accountability shall be the equivalent of an average of 29 hours in a standard workweek.

In addition, other expectations of Faculty members, such as annual student advising hours (29) and office hours, committee assignments and other professional activities described in Article II A 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. The administration, faculty leadership and the Faculty member are jointly and individually responsible to ensure that the Faculty member's accountability is met.

Eligibility

Current regular, Academic Faculty interested in the program must submit a memo to their supervisor by March 1 for the following fiscal/contract year. The memo should demonstrate that the schedule

does not negatively affect the program, and should give a general outline of the proposed flex schedule. However, not all disciplines or programs lend themselves to flex year contract schedules.

If an unforeseen circumstance arises, a Faculty member, in conjunction with their supervisor, 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 Campus President for consideration of approval.

Requests made after the deadline will be considered in accordance with this policy as long as the Faculty member is paid on a 26 pay period cycle.

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. However, 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.

In consultation with the Dean, a faculty member in a leadership position may develop a flex schedule.

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.

Selection Process

The Flex Schedule assignment will be approved unless the supervisor demonstrates that the flex schedule assignment would negatively affect the quality of the educational program or the operation of the subject/service area involved, or if requests by multiple Faculty members for Flex Schedules within the same year create circumstances that will negatively impact the operation of the subject/service area involved. If no satisfactory compromise can be achieved, then preference will be given to Faculty members who have not previously been accommodated using Flex Schedules. Additional consideration will then be given to Flex Schedules that support professional development. Seniority with the College will be the final determining criterion. The administration and faculty leadership reserve the right to consider extenuating circumstances in approving Flex Schedules.

After approval, the Faculty member, along with their supervisor, work together to set the flex year calendar. All Flex-year Schedules requested by March 1 must be set by June 30. Requests made and approved after the March 1 deadline will be set as soon as possible.

A Faculty member, who has received approval and has set his/her Flex Schedule, may request to modify the Flex Schedule during the contract year that the Schedule is in effect.

The faculty member's supervisor is the final approving authority over flex year contracts, understanding that fairness and equity are important issues in the selection process. Faculty members denied a flex schedule assignment may appeal to their Dean or Vice President if the Dean is their supervisor. If the faculty member or their supervisor do not agree with the decision made upon initial appeal, they may make a final appeal, in writing, to the Campus President whose decision is final.

Salary

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.) Therefore, Faculty who may be interested in requesting a flex year option should contact the payroll department by April 15 to be placed on the 26 pay period cycle.

Annual salary shall be based on the Faculty Compensation Plan. However, should the Faculty member not meet full contractual obligations, for example, by separating employment, any salary paid shall be reconciled with the number of days of accountability actually worked.

1. Examples

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
2. Fall semester, Spring semester, and Summer Session B
3. Fall semester, Spring semester, and Summer Session A
4. Fall semester, Summer Session A, and Summer Session B
5. Spring semester, Summer Session A, and Summer Session B
6. Fall semester, Spring semester, and Summer Session C
7. 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. Leaves of Absence

A Faculty member participating in the flex year program who is approved for a paid or unpaid leave of absence during the flex year should consult with their supervisor and the Chief Human Resources Officer to review appropriate policies, revise or modify the Flex Schedule Calendar, and to determine if the leave of absence will result in a proration of salary.

Unit Guideline

Supplemental Agreements (Non-teaching)

Introduction

The regular Faculty member's full range of duties and responsibilities are outlined in Article II of the *Faculty Personnel Policy Statement (FPPS)* and in the general job descriptions for Instructional Faculty and Educational Support Faculty (Appendix H) approved by the College administration and maintained by the Office of Human Resources.

The Faculty member's professional skills, talents, and capabilities may also be essential to the College's provision of services and/or development of products and services, which are beyond the Faculty member's regular duties and responsibilities. Supplemental agreements may be made either during or outside the start and end dates of regular Faculty contracts and special provisions pertain in both circumstances. Supplemental agreements encompass non-teaching activities only. (Articles II E and V D.)

Definition

Supplemental activities represent professional duties deemed necessary by the administration and are defined as being clearly beyond (or outside the normal expectations of) the regular Faculty contractual obligations.

Compensation for supplemental activities is subject to Board authorization and may be found in the Faculty Personnel Policy Statement.

Up to 12 clock hours of supplemental activities per week may be authorized for Faculty members during their regular contract. During this time, the number of allowable supplemental agreement clock hours shall decrease by two clock hours for each overload hour taught.

Up to 40 hours per week may be authorized for Faculty members who are not under their regular contract.

Within the approved categories of Instructional Support, Student Support and Institutional Support, supplemental agreements are generally made for three types of activities: providing a service, participating in an activity or producing a product. Agreements are generally made within the Faculty member's area of expertise, unique skill sets and/or knowledge base.

Examples of supplemental agreements may include but are not limited to:

- Holiday Session Coordinator;
- Student Academic Achievement Coordinator;
- Campus Honors Program Coordinator;
- Faculty Mentoring Coordinator;
- various grant activities (see Article II, Section F);
- coordination/management of educational projects such as summer bridge programs;
- mandated attendance at workshops and seminars;
- attendance during certain committee meetings (outside of the contractual obligation);

- new program development;
- design and development of non-traditional formats;
- design and development of courses into non-traditional scheduling formats;
- paper screening for Faculty applicants;
- off-contract committee and/or task force work.

Selection Process

In accordance with Article II E, all Faculty members will be advised of and offered the opportunity to express interest in supplemental assignments on College-wide initiatives. Should more than one Faculty member express interest and have the requisite qualifications to successfully accomplish the purpose and goal of the supplemental assignment, the campus administration will work with the department of Human Resources to design and provide to the candidate an appropriate selection process.

Evaluation of Assignments

Upon the completion of all supplemental agreement assignments a written evaluation of the service provided, the activity attended, and/or the product produced will be submitted by both the Faculty member and the hiring authority to the next supervisory level. Evaluations shall be kept on file for three years by the hiring authority.