

ARTICLE 4 - EMPLOYMENT OF PART-TIME FACULTY

The employment of part-time Faculty may be for one, two, three or four terms in an academic year. Employment of part-time Faculty is not tenure-related and does not create any right, interest, or expectancy for any future employment except as expressly provided in this Article. New Faculty members will be assigned a Faculty mentor during their first two years of teaching. However, teaching Faculty retain ultimate responsibility for providing high quality instruction to their students, as well as for fulfilling their other professional responsibilities.

4.1 Assignment Rights

- 4.11 Instructors: Instructors who have taught any course in a subject area, for the same department, at the same campus, for nine out of the twelve previous terms, and who successfully undergo the full assessment under Article 7.25, shall have assignment rights to at least one course in that department, at that campus, in subsequent terms in which the program is offered unless not assigned for one of the exceptions under Article 23 - Non-Renewal or Article 22 - Discipline and Dismissal.
 - 4.111 Classes taught at other campuses within the district will count toward earning assignment rights at the campus at which the Faculty member applies for assignment rights. To be eligible for assignment rights at this campus, the Faculty member must have taught at least three out of the most recent four terms at this campus, and must successfully undergo the full assessment under Article 7.25 there.
 - 4.112 Full-time temporary Faculty assignments will count toward gaining and retaining assignment rights beginning with full-time temporary assignments Winter term 1998.
 - 4.113 Effective Fall term 2001, part-time Faculty who wish to transfer their assignment rights to another campus are eligible to do so in an expedited process under the following conditions: 1) the Faculty member must teach at least one course in the same subject area, for the same department and at the same campus for three out of five consecutive terms at the new campus prior to transfer of assignment rights; 2) the Faculty member must request an assignment rights assessment one full term in advance of the term in which he/she will be assessed for assignment rights; 3) the Faculty member must give up assignment rights at the original campus; and 4) the final approval for transfer of assignment rights is with the Division Dean of the new campus.
 - 4.114 Effective Fall term 2005, part-time Faculty with assignment rights who wish to earn assignment rights at an additional campus are eligible to do so in an expedited process under the following conditions: 1) the Faculty member must teach at least one course in the same subject area, for the same department for three out of five consecutive previous terms at the new campus; 2) the Faculty member must request an assignment rights assessment one full term in advance of the term in which he/she will be assessed for assignment rights at the new campus; and 3) the final approval of assignment rights is with the Division Dean of the new campus.
- 4.12 Retired Full-time Faculty: Retired Faculty may be eligible to gain assignment rights in an expedited process under the following conditions. If the full-time Faculty member is hired to teach after retirement: 1) the Faculty member may request assignment rights after having taught one term; 2) the Faculty member must teach at least one course in the same subject area, for the same department and at the same campus for three out of five

consecutive terms and must receive an assignment rights assessment prior to receiving assignment rights; and 3) once assignment rights have been granted, the status of the retired Faculty member shall be the same as that of the part-time Faculty member with assignment rights.

- 4.13 Counselors, Librarians and Tutors: Faculty who have worked six hours or more per week for a full term in nine out of the previous twelve terms for the same department, at the same campus, shall have assignment rights to six hours per week for one term, provided the work is available, in the same department, at the same campus, unless not assigned under one of the exceptions listed under Article 23 - Non-renewal or Article 22 - Discipline and Dismissal.
- 4.14 Assessment: A full assessment must occur before a Faculty member receives assignment rights. This assessment may be requested of Management, as described in Article 7.25.
- 4.15 Assignment rights shall be terminated under the following conditions:
 - 4.151 In accordance with Article 4.211; or
 - 4.152 If the Faculty is not employed by the College during four consecutive terms, unless the non-employment was for one of the following reasons:
 - 4.1521 The number of class sections in the program/department was reduced.
 - 4.1522 The Faculty was on an approved leave of absence in accordance with Articles 19.93 or 19.91.
 - 4.1523 The Faculty member had a temporary assignment as a full-time Faculty member at the College.
 - 4.1524 However, in no case shall Faculty retain assignment rights for more than twelve terms of non-employment, regardless of the reasons for the non-employment.

4.2 Faculty Workload

- 4.21 Part-time Faculty will not be assigned to a workload which is equal to or exceeds .82 FTE college-wide. When offered assignments by more than one department or at more than one campus, part-time Faculty have the responsibility to inform hiring managers/Faculty department chairs of all teaching assignments and to decline any assignment which would place the Faculty member at or over .82 FTE.
 - 4.211 Management and the Federation agree that the guiding principle in assigning Faculty to teach PCC courses is to assign the best Instructor available to teach each course. The sequence outlined below is intended to achieve this end, while also offering relatively stable employment for assignment-rights part-time Faculty:
 1. Once Management has determined the classes to be offered the next term, Full-time Faculty will be assigned the classes needed to fulfill their workload requirement.
 2. Remaining classes will be assigned as follows with priority consideration given to part-time Faculty with assignment rights. Factors for priority consideration include, but are not limited to, whether the part-time faculty

member with assignment rights has consistently received positive student evaluations that demonstrate effective teaching, and whether other qualified faculty are available who better meet the program's needs (e.g. faculty with special training related to the course, faculty who can contribute to updating or broadening the program, or faculty who will increase the diversity of the program).

3. Subject to the priority consideration factors listed in paragraph 2 above, part-time Faculty with assignment rights will be assigned a minimum of one class, and will be assigned additional classes subject to the following requirements:
 - a. The instructor has requested an assignment, in accordance with Article 4.41, of at least 1.5 FTE for the academic year;
 - b. There are sufficient courses available to meet the instructor's workload request;
 - c. The Administrative Supervisor has not identified any concerns with the instructor's work performance that would warrant not assigning the instructor a minimum of one class, or assigning a workload of less than 1.5 FTE, if it was requested. An instructor who has been notified of such a concern by his/her administrative supervisor may have his/her assignment rights terminated in accordance with Article 4.15. The instructor will be notified of the performance concern in writing, along with the reasons for the concern, at least one term before the termination is proposed to take effect. During this time the Administrative Supervisor may choose to limit the instructor's workload to one class. The Administrative Supervisor will re-assess the instructor's performance prior to implementing the decision to terminate the instructor's assignment rights. The Administrative Supervisor's decision to terminate the instructor's assignment rights is final and binding and cannot be grieved.
4. At the discretion of the Administrative Supervisor, remaining classes may be assigned to:
 - Part-time Faculty without assignment rights.
 - Full-time Faculty who have requested part-time fourth-term employment or an overload that has been approved by Management, up to the limit specified in Article 8.22.

4.212 Part-time Instructors whose workload requests are not met have the right to request an explanation and to have the assignment decisions reviewed by the Dean at the next level.

4.22 The workload for Counselors, Librarians and Tutors shall not exceed an average of 24 hours per week, per term.

4.23 The amendments to Article 4.211 made in the 2011 negotiations will terminate on August 30, 2015.

4.3 Employment

- 4.31 Faculty will be notified in writing at least ten days before the first class meeting or the first day of work unless the course or the work is assigned later than ten days prior. The notice will include the courses to be taught or work to be done and will be authorized by the immediate Management supervisor.
- 4.32 Faculty shall not accept assignments within the College which conflict with any prior notices of work assignments issued under this Article for that term, except with the written approval of all immediate Management supervisors involved.
- 4.33 A teaching or other work assignment may be canceled or removed for any of the reasons outlined in Article 23 - Non-Renewal or Article 22 - Discipline and Dismissal. Compensation for a canceled class or assignment is addressed in Article 18 - Part-time Faculty Salaries and Benefits.

4.4 Annual Assignment

- 4.41 Faculty with assignment rights will be given annual assignments provided sufficient courses for which they are qualified are planned. Faculty who desire an annual assignment must notify Management in writing by February 1. They will be notified in writing by the last day of class Spring term of each year of the following year's assignment. The notices will include the courses to be taught or work to be done, and will be authorized by the supervisor. Faculty shall reply in writing to the supervisor within ten business days indicating whether or not they will accept the assignment. Failure to respond will result in cancellation of assignment rights.
- 4.42 Counselors and Librarians with assignment rights will be given annual assignments.
- 4.43 The maximum contact hours allowable for all assignments, college-wide, will not exceed the contact hour maximum established in Article 4.21 above.
- 4.44 An annual assignment could be altered for any one of the reasons outlined in Article 23 - Non-Renewal or Article 22 - Discipline and Dismissal.