

Proposal to Address the District's Desire to Develop a Procedure for Faculty Who Possesses FSAs in Multiple Disciplines where the District is Unable to Provide Sufficient Load Per Faculty Contract

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9.8.2017

1. Triggers: That the faculty member is:
 - a. involuntarily under-loaded for a minimum of four semesters or twelve or more units in a three-year period (or commensurate hours for counseling and librarians). Note: a faculty member who chooses to be under-loaded is not eligible for this procedure.
 - b. That there are no courses taught by adjunct faculty in the discipline during those semesters wherein the faculty member was under-loaded
 - c. That all options for scheduling a full-load for the faculty member have been exhausted by the district, including online courses, evening courses, Saturday courses and courses at centers and any other off-campus locations allowed by the CBA.
 - d. Other unforeseen compelling factors as presented in writing by the S-P or designated representative to the senate president and the association president
 - e. Willing to engage this process.
2. Should this process be invoked, the district will produce a program impact report for all affected programs, including how the faculty member's status meets the pre-identified criteria, as well as FT-PT ratios, impact on adjunct faculty in other discipline, and long-term planning for that faculty member, and any other potential effects on the programs, including any goals outlined in the program review. This impact report will be submitted in writing to the affected faculty member, the academic senate and faculty association as well as HR.
3. The district will provide the senate-president (see admin retreat) and an appointed discipline rep, if needed, to review the faculty member for minimum qualifications.
4. Should the above requirements be met, the following procedures will be followed to ensure faculty and student success within the identified disciplines.
 - a. That the faculty member will follow the interview process as outlined under ###, elsewhere in this manual, including any required materials and a teaching demonstration within the discipline.
 - b. Based on this interview, discipline faculty will identify professional development requirements, as well as a faculty mentor.
 - c. Based on this interview, discipline faculty will recommend to administration courses within the discipline appropriate to the interviewee's expertise
 - d. Based on this interview and the interviewee's professional development requirements, discipline faculty will recommend a semester for the interviewee to begin teaching in the discipline, not to exceed one academic year (either the subsequent semester or the following).
 - i. The district will provide and subsidize appropriate professional development in consultation with the interview committee
 - ii. The district will provide a stipend for the assigning of a mentor faculty member to work directly with the interviewee
 - iii. The interviewee will agree to meet these conditions
5. The intent of this process is NOT for the faculty member to change disciplines.

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- a. The district will continue to make every effort to assign load to the faculty member in question in the discipline in which they were hired. (Should a full-time position open within the department, any faculty member who meets the minimum qualifications could apply at that time, per hiring procedures.)
- b. The district will make clear to the faculty member all options at their disposal, including retraining, reduced load options and the like.