

18C. Offer of Employment

18C.1 Limits on Assignments

It is understood that all Contract and Regular Full-time unit members (including Instructional, Counseling, Library, and Special Assignment Faculty) shall be offered overload assignments up to fifty percent (50%) or two classes (including large lecture classes), whichever is greater not to exceed sixty percent (60%), see [Article 10D.11](#), before Part-time unit members are given offers of employment. It is further understood that all Contract and Regular Full-time unit members shall receive Summer Session and Inter-session Assignments before Part-time unit members are hired for these periods. See [Articles 17A](#) and [18B.1e](#).

18C.2 Additional Assignments

Once course assignments have been made to all Contract, Regular, and Temporary Leave Replacement (TLR) Full-time unit members, and before new Part-time unit members may be hired, the District shall offer Part-time unit members additional assignments that are workable within the constraints of the available college-specific discipline assignments, until they achieve up to sixty-seven percent (67%) of a Full-time workload within their discipline according to Articles [18B.1](#) and [18B.2](#). See [Article 18J.1-3](#).

Sixty-seven percent (67%) of a Full-time Workload is 10.05 Calculated A Hours (CAHs) or equivalent. See [Article 1C.1d](#).

18C.3 Assignment Preference and Availability Form

Each college shall make available to Part-time unit members the negotiated form on which Part-time unit members shall indicate their interest and availability for an assignment each Semester and Inter-session or Summer Session. See [Appendix](#): Assignment Preference and Availability Form: Part-time Faculty.

18D. Professional Development

Part-time unit members required by the District to attend on-campus meetings shall be compensated for the meeting at the rate articulated in [Article 21G.2a](#). In addition, Part-time unit members shall be compensated at the rate articulated in [Article 21G.2a](#) for the initial orientation meeting for new unit members and for in-service training as approved in writing by the appropriate College Vice President, Academic Services or College

Vice President, Student Services (see [Appendix](#): Service Report: Academic Non-Instruction/Special Assignment). Prior written approval from the appropriate College Vice President, Academic Services or appropriate College Vice President, Student Services must be obtained for any compensation for in-service training.

This training, in order to be compensated, must be specifically related to the course of study taught by the individual unit member. Approved online training qualifies for compensation on par with approved face-to-face training.

18E. Professional Development Committee Representative

A Part-time unit member shall be placed on the Professional Development Committee as a representative of the Part-time Faculty.

18F. Part-Time Faculty Sick Leave Of Absence: Earning And Accumulating

See [Article 11A.3](#).

18G. Notification Of Part-Time Faculty Sick Leave Of Absence

Each unit member shall be notified of the accumulated Sick Leave earned during the regular Academic Year and /or the Summer Session or Inter-session with each monthly Pay Warrant. See [Article 11A.2e](#).

18H. Contract, Regular, And Temporary Leave Replacement (TLR) Faculty Bumping Rights

Contract, Regular and Temporary Leave Replacement (TLR) unit members who experience a class cancellation of classes for Load may bump a Part-time unit member only before the first class meeting and only if he/she has no overload that can be applied to his/her Load. Banked Load shall not be invaded for this purpose [see [Article 9A.3\(b\)](#)]. Part-time unit members shall not have the right to bump other Part-time unit members when a course is cancelled.

If Summer Session or Inter-session Assignments have been made and class cuts are made thereafter, then the appropriate Administrator will re-do assignments to give access to the unit member at the same percentage of Full-time Equivalent Faculty (FTEF) as before the cuts were made, if available. This paragraph does not apply to Temporary Leave Replacement (TLR) Faculty.

18H.1 Compensation In The Event Of Class Cancellation

Part-time Faculty unit members shall be paid for the first week of an assignment when class is cancelled or the Part-time unit member is bumped less than two (2) weeks before the beginning of a semester. If a class meets more than once per week, Part-time Faculty unit members shall be paid for all classes that were scheduled for that week. If the affected unit member is offered an assignment with the same or more CAH value and the unit member agrees to accept this assignment, then this provision shall be waived.

18I. Evaluation

The purpose of Part-time Faculty unit member evaluations is to ensure that the District retain Part-time Faculty unit members who will provide students the best education possible in the context of the objectives of each academic, service, and/or career/technical program.

The evaluation process is designed to assist unit members in examining their objectives, techniques, and accomplishments and to provide a means to recognize outstanding performance. The evaluation process is also a means to identify areas in which improvement in faculty performance might benefit student learning. Evaluation may also function as a channel of communication about program needs. This policy conforms to Sections 87663, 87664, and 87665 of the California Education Code.