

ARTICLE 18. PART-TIME (ADJUNCT) UNIT MEMBERS

18A. Notification of Contract and Temporary Faculty Vacancies

18A.1 Vacancy Postings

The District shall notify Part-time (Adjunct) unit members, sixty (60) days before the beginning of each Semester, Inter-session and Summer Session, of all unit member vacancies. If a vacancy becomes available less than sixty (60) days before the beginning of a Semester, Inter-session or Summer Session, then this notification shall occur as soon as the vacancy is known to the District. Vacancies are positions not filled by permanent unit members as part of their regular assignment or as part of an overload. Notification shall be made through faculty mailboxes and on designated bulletin boards.

Part-time (Adjunct) unit members shall inform the Office of Human Resource Services of their intent to apply for Contract and Temporary vacancies by submitting a District faculty application within a published deadline.

18A.2 Part-Time Faculty Notice to Dean

Part-time (Adjunct) unit members shall inform the Division Dean of their application for a Part-time (Adjunct) vacancy by submitting a signed work agreement on the Assignment Preference Form (see [Section 18B.1f](#)).

18B. Employment Rights

The parties recognize the provision of Education Code 87665 which states “The Governing Board may terminate the employment of a Temporary (Part-time) employee at its discretion at the end of a day or week, whichever is appropriate.”

18B.1 Part-Time (Adjunct) Faculty Seniority

a. College.

~~Each Division Dean at each College~~ The Office of Human Resource Services shall be responsible for verifying and maintaining a separate Seniority List for each Discipline ~~within his/her Division~~. Disciplines shall be defined according to the Discipline List as adopted by the State Board of Governors of California Community Colleges. The latest version of the Disciplines List shall be on file in the Office of Academic Services (OAS) and the Office of Student Services (OSS). A Part-time (Adjunct) faculty person may accumulate separate seniority credit in more than one Discipline.

1. The Faculty Association Right to Review the Seniority List.

The Faculty Association retains the right to review the Seniority List and the process for determination of placement on the list at will.

Within two (2) work weeks of requesting said review by the Faculty Association, the District shall make all the relevant documents available.

2. **Date Seniority List Posted Publicly:**

The Seniority List shall be stamped with the date and posted on or before November 1st. Part-time (Adjunct) unit members shall have two (2) work weeks from the posting to contest in writing their placement to their Division Dean.

3. **Signature of Appropriate Administrator:**

The appropriate administrator shall sign the Seniority List for his/her division at the time of its posting in the division.

4. **Specific Seniority List Provisions:**

Coaches shall be listed on the Seniority List.

b. **Determination of the Date of Initial Service.**

Effective Fall Semester, 2006, a Part-time (Adjunct) unit member's seniority shall be based on his/her date of initial District service in the college-specific discipline. Seniority shall not be attributed on a rotational basis. Initial and/or continued placement on the Seniority List is dependent on the member's receiving satisfactory evaluations. Evaluations done in the 2003-04 Academic Year and thereafter shall indicate eligibility for placement on the Seniority List. Further, all other employment rights criteria in Section 18B shall be met for placement on the Seniority List.

The first day of instruction of the semester, Summer or Inter-session in which a unit member establishes paid service in a given discipline shall be the unit member's date of hire for seniority purposes in that discipline. If two or more unit members in the same discipline have the same initial date of service, then their respective placement shall be determined by lottery.

1. **Break in Service.** Effective Fall 2006, a break in service at the unit member's assigned college of three consecutive semesters (not including Summer Sessions or Inter-sessions) in a college-specific discipline shall result in the person's name being removed from that college's discipline Seniority List, except in cases of extenuating circumstances described in 2 below. After such a break, the person shall have to establish a new date of initial service upon rehire in that discipline at that college. The first day of instruction of the semester, Summer or Inter-session in which the unit member returns to paid service in the discipline shall be the unit member's new initial date of service in that discipline for seniority purposes.

Notwithstanding the above, unit members shall retain their seniority ranking in a college-specific discipline during periods in which they have a paid Summer Session service each year.

2. **Extenuating Circumstances—Not Considered a Break in Service for the Purpose of Seniority.** An absence of service shall not be considered a break in service, or otherwise count towards a break in service described in [Section 18B.1](#) above, if the Part-time (Adjunct) faculty member is not given an assignment due to a reduction in force, bumping by a full-time faculty member, class cancellation due to low enrollment, active military service as defined in [Section 11H.1](#), or if the unit member is unable to accept an assignment for extreme personal reasons as determined and mutually agreed upon by the District and the Faculty Association, or in order to accept Temporary full-time teaching, counseling, librarian or special assignment position at another institution of higher education. With extenuating circumstances, an absence in service that exceeds two (2) full calendar years shall result in the member's name being removed from the affected college-specific discipline seniority list.

It is understood that a Full-time unit member who resigns and doesn't achieve Emeritus Status, excluding faculty who resigned due to discipline or tenure denial, then that unit member shall have his/her years of service as a Full-time faculty person count in placement on the Seniority List.

c. **For Adjunct Unit Members Hired Prior to Fall, 2006:**

1. The member's date of initial service in the District shall become the member's baseline seniority date in the college-specific disciplines into which the faculty member was initially hired, provided the faculty member was active at in that discipline at any time during Fall 04, Spring 05, Fall 05, or Spring 06. If the unit member was inactive during this time frame or has a subsequent Break in Service as defined in Section (b) above, then seniority shall be as set forth in Section (b).
2. For unit members hired in one college-specific discipline who became active in one or more additional college-specific disciplines subsequent to their initial date of hire, but prior to Fall 2006: For disciplines in which the unit member was active during Fall 04, Spring 05, Fall 05, or Spring 06, the initial date of service in the college-specific discipline shall be the baseline seniority date in that discipline at that college. For any discipline in which the unit member was inactive during the time frame shown above or in which the unit member has a subsequent Break in Service as defined in Section (b) above, then seniority shall be as set forth in Section (b).
 - (a). Unit members shall provide information, along with documentation, if possible, to his/her Division Dean, with regard to their initial service dates in all college disciplines in which they have recent services as defined above, for which they wish to establish a baseline seniority date.
 - (i) In circumstances where reliable information is difficult to obtain, or in which ambiguities or special considerations warrant, the case shall be reviewed jointly by the District and

Faculty Association, so that the fairest possible baseline seniority date may be determined.

3. For any new discipline in which the unit member becomes active in Fall 2006 or later, seniority shall be determined by the procedure for new members hired Fall 2006 or later.

d. **Distribution of Assignments.**

Assignments to Part-Time (Adjunct) faculty will be based first on program needs. Program needs include, but are not limited to, the employee's qualifications to carry out the assignment and his/her education, expertise, and/or demonstrated experience in aspects specific to the assignment; employee ability to use and expose students to current information, technology, and skills required in this assignment; employee availability at needed times; and employee's previous performance record (satisfactory or better and adherence to District Rules and Regulations). District program needs shall have priority over the Part Time Seniority List. (See [Section 18B.2](#) below.)

e. **Order of Assignments**

The order of assignments for the Academic Year and Summer/Inter-session shall be according to the following priority:

1. To all Contract, Regular, and Temporary faculty for load;
2. To Contract and Regular faculty for overload for extra pay and Summer/Inter-session, in accordance with the load limits defined in Section 10D.11 (Also see sections 10D.10, ~~10D.11~~, and 17A.);
3. To retirees with Emeritus Status at the District's discretion. Retirees shall be subject to the evaluation process outlined in this article;
4. To existing or newly hired Part-Time (Adjunct) faculty in order to fulfill one or more program need(s) according to Section 18B (Includes non-Emeritus faculty who resigned—See 18b.1.2 above.); and
5. To Temporary Full-time faculty, and existing Part-time (Adjunct) faculty on the Seniority List according to the provisions herein;

f. **Assignment Preference Form**

When the list of assignments needing adjunct staffing becomes available for a discipline, all qualified Part-time (Adjunct) unit members on the discipline Seniority List shall receive an Assignment Preference Form. The Assignment Preference Form shall be mailed to the home address via US Mail no later than the first week in December. If the unit member has established communications with his/her dean via electronic mail (email), the preference form may be emailed instead. The Assignment Preference Form shall request Adjunct unit members to indicate their interest and availability for an assignment(s) each semester or Inter-session or Summer Session consistent with [Section 18C.3](#). The Assignment Preference Form shall contain the Division Dean's fax number. The Part-time (Adjunct) unit member shall return the form to the Division Dean no later than January 5

of the following year. have ten (10) calendar days from the date of the postmark of the mailing to return the preference form to the Division Dean. The returned preference form must be postmarked within ten (10) days of the date of the initial postmark (See Appendix: [Assignment Preference, Part Time Faculty](#)). (This section modified by MOU. (See Appendix: MOU: Assignment Preference Form.)

The Dean shall keep the returned Assignment Preference Form for a full semester (not counting summer) after the course is offered and shall produce it within five (5) working days if requested by the Part-time unit member or the Faculty Association. The unit member may update the Assignment Preference Form every term, including summer, in advance of the distribution of assignments so as to keep the Assignment Preference Form current as to the unit member's availability.

g. **Part-Time (Adjunct) Unit Member Assignment Guidelines**

After Full-time faculty receive overload assignments, and Emeritus faculty receive assignments at District discretion, according to 18B.1e above, the dean may reserve up to twenty percent (20%) of the total Adjunct FTEF remaining to the discipline to assign at his/her discretion.

Part-time (Adjunct) unit members shall be offered an assignment of maximum load requested, up to ~~60%~~ 67% (~~9~~ 10 CAH or equivalent) that is workable within the constraints of the assignments available, in order of seniority before the next senior Part-time (Adjunct) unit member receives his (her) assignment. Offers of assignment may be made in person, or via the unit member's home or off-campus work phone (if provided), or the US Mail. The process shall continue until all Part-time (Adjunct) assignments have been distributed. The unit member has the right to decline any or part of the offered assignment without penalty.

1. Part-time (Adjunct) unit members have ~~ten (10) calendar days to sign and return the class offering(s) assignment~~ 72 (seventy two) hours to accept the assignment. At the time assignments are made, the most current Seniority List will apply.
2. If a course of instruction, or counselor, librarian, or other assignments become available after the procedure for making assignments has begun, these shall be assigned to unit members, taking into account program needs, in the exact manner and order described in [Section 18B.1e](#) above. When assignments are made from the Seniority List in this circumstance, the offering of the assignments will start with the most senior Part-time (Adjunct) instructor who has less than a ~~670%~~ 670% load already assigned. No unit members—Contract, Regular, Temporary or Part-Time (Adjunct)—are allowed to change or modify their original assignment when taking new assignments under this circumstance. At the time assignments are made, the most current Seniority List will apply.

3. Part-time (Adjunct) unit members offered an assignment within thirty (30) calendar days of the start of the assignment shall have twenty-four (24) hours to respond by telephone (email or fax permitted). If no response has been received within twenty-four (24) hours, the Division Dean shall follow the order of seniority in offering the assignment consistent with [Section 18B.1d-e](#) above. Contact shall be made either at the Part-time (Adjunct) unit member's home or in person.

h. **Evaluation(s)**. See [Section 18I.2](#).

i. **Grievance**. See [Section 18I.9](#). (Seniority List)

18B.2 Program Needs

Program need includes, but is not limited to, an employee's qualifications to carry out the assignment and his/her education, expertise and/or demonstrated experience in the specific requirements of the assignment, employee ability to use and expose students to current information, technology, and skills required in this assignment; employee availability at needed times; and employee's previous performance record (satisfactory or better and adherence to District Rules and Regulations).

18C. Offer of Employment

18C.1 Limits on Assignments

It is understood that all Contract and Regular full-time unit members shall be offered overload assignments for extra pay up to ~~sixty~~ fifty percent (~~65~~50%) of a full time load or one class, whichever is greater (See Article 10D.11), before Part-time (Adjunct) unit members are given offers of employment. It is further understood that all Contract and Regular full-time unit members shall receive Summer and Inter-session assignments before Part-time (Adjunct) unit members are hired for these periods.

18C.2 Additional Assignments

Once course assignments have been made to all Contract and Regular full-time unit members, and before new Part-time (Adjunct) unit members may be hired, the District ~~will whenever possible~~ shall offer Part-time (Adjunct) unit members additional assignments until they achieve sixty percent (~~67~~60%) of a full time workload within their discipline according to Sections [18B.1](#) and [18B.2](#).

18C.3 Assignment Preference Form

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

18D. Staff Development

Part-time (Adjunct) unit members, required by the District to attend on-campus meetings, shall be compensated for the meeting at the rate articulated in [Article 21G.2b](#). In addition, Part-time (Adjunct) unit members shall be compensated at the rate articulated in [Article 21G.2b](#) for the initial orientation meeting for new faculty members and for in-service training as approved in writing by the appropriate Chief Instructional Officer or Chief Student Service Officer (see Appendix: [Service Report: Academic Non-Instruction](#)). Prior written approval from the Chief Instructional Officer or Chief Student Service Officer must be obtained for any compensation for in-service training. Such training, in order to be compensated, must be specifically related to the course of study taught by the individual unit member.

18E. Staff Development Committee Representative

A Part-time (Adjunct) unit member shall be placed on the Staff Development Committees as a representative of the Part-time (Adjunct) unit member.

18F. Part-Time (Adjunct) Sick Leave: Earning and Accumulating

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

18G. Notification of Part-Time (Adjunct) Sick Leave

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

18H. Contract, Regular and Temporary Bumping Rights

Contract, Regular and Temporary unit members who experience a class cancellation for classes for load may bump a Part-time (Adjunct) unit member only before the first class meeting and only if they have no overload that can be applied to load. Banked load shall not be invaded for this purpose ~~unless the unit member chooses to do so.~~ Part-time (Adjunct) unit members shall not have the right to bump other Part-time (Adjunct) unit members when a course is cancelled. (See Appendix: [MOU: Part-time \(Adjunct\) Bumping Rights](#).)

If summer or inter-session assignments have been made and class cuts are made thereafter, then the Division Dean will re-do assignments to give access to the unit member at the same percentage of FTE as before the cuts were made, if available.

18I. Evaluation

The purpose of Part-time (Adjunct) unit member evaluations is to ensure that the District retain Part-time (Adjunct) 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 faculty 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 ~~the provisions of AB 1725 and~~ sections 87663, 87664, and 87665 of the California Education Code.

18I.1 Guiding Principles

- a. The evaluators shall not consider information about the private life, religious, political and/or organizational affiliations, or sexual preferences of the evaluatee;
- b. No anonymous letters or material shall, in any form, be used in the evaluation process except that student evaluations of instructors done on negotiated Student Evaluation Forms shall be anonymous in order to protect the identity of the student;
- c. Only those forms that have been negotiated shall be used in the evaluation process;

See appendices:

[Evaluation: Counselor Evaluation Form Student Survey](#)

[Evaluation: Counselor Performance Observation Form](#)

[Evaluation: Institutional Researcher: Client Survey Form](#)

[Evaluation: Librarian Performance Observation Form](#)

[Evaluation: Library Orientation: Student Survey Form](#)

[Evaluation: Observation of Instruction Form Online Class](#)

[Evaluation: Observation of Instruction Form: Math X](#)

[Evaluation: Observation of Instruction Form: Face to Face Class](#)

[Evaluation: Student Response to Instruction Form Face to Face Class](#)

[Evaluation: Student Response to Instruction Form Online Class](#)

The above forms shall be amended with the following:

1. A space for the supervisor to agree or disagree with the evaluation.
2. A space for the supervisor to add comments.

- d. The evaluatee has the right to respond in writing to the evaluation(s). Written responses shall become part of the evaluatee's personnel record;
- e. Enrollment management data shall be excluded from the entire evaluation process; and
- f. The results of the evaluation shall be provided to the Part-time (Adjunct) unit member within fifteen days of completing the process.

g. Non-retaliation

There shall be no retaliation against a Part-time (Adjunct) faculty member who voices an opinion or files a signed written opinion.

18I.2 Evaluations

Part-time (Adjunct) unit members shall be evaluated during the first semester of employment during the regular academic year. This process shall be repeated in all disciplines where the Part-time (Adjunct) unit member teaches. ~~This~~

Evaluations shall be peer review driven with coordination and appropriate involvement of the Division Dean Education Code 87663. Thereafter evaluation shall be done at least once every three (3) calendar years of employment. If there is a break in service of two academic years, the unit member shall be evaluated during the first semester of reemployment. The date the unit member discussed his/her evaluation with the evaluator or his/her Division Dean shall be included in the written evaluation document.

There shall be no adverse impact upon Seniority List placement due to the failure to institute the contractually required evaluations. Evaluations reflect “Satisfactory”, “Needs Improvement” or “Unsatisfactory”. “Satisfactory” guarantees placement on the Seniority List or retention of placement on the Seniority List. In addition, all other criteria in Section 18B must be met. If a Part-time (Adjunct) unit member teaches in more than one discipline, this process shall be applied to each discipline equally.

Notwithstanding the above, the parties recognize the provisions of Education Code 87655 which states, “The Governing Board may terminate the employment of a Temporary (Part -time) employee at its discretion at the end of a day or week, whichever is appropriate.” In exceptional circumstances, upon the recommendation of management, a Part-time (Adjunct) unit member may be terminated from District employment without a second evaluation described in 18I.2A and 18I.2B. This termination may occur at ~~after~~ the end of the day or week, whichever is appropriate, and the unit member shall be notified.

a. Unsatisfactory Status

“Unsatisfactory” means that the Part-time (Adjunct) unit member has been notified that his/her performance is unsatisfactory for continued employment. “Unsatisfactory” status, as corroborated by a second evaluation, done at least ten (10) working days later but no longer than twenty-one (21) working days, by a different evaluator, in accordance with Section 18I.2, shall result in the unit member’s removal from the Seniority List. The opportunity to work with a faculty mentor may be offered by the supervisor or may be requested by the Part-time (Adjunct) unit member. At the request of the Part-time (Adjunct) unit member, the Faculty Association shall function exclusively to monitor the evaluation process as to contracted procedural due process issues. Such cases shall be referred to the Division Dean for further action. If the unit member is rehired at a later date, he/she will establish a new date of hire.

b. Needs Improvement Status

A Part-time (Adjunct) unit member is in “Needs Improvement” status if his/her most recent evaluation carries the final recommendation of “Needs Improvement.” This is not cause for the removal of the member’s name from the Part Time Seniority List, except as provided in the section “Process and Timeline,” below. The intent of a “Needs Improvement” recommendation is that the member be given an opportunity to improve, and resulting in a “Satisfactory” follow-up evaluation.

1. Process and Timeline for Needs Improvement Status:

- (a) Categories for which improvement is recommended shall be specifically indicated in an evaluation conducted by a faculty member or by the Division Dean, in accordance with Section 18I.2 above or Section 18I.3 below. These categories must conform to those listed in [Section 18I.7 a-f](#) and/or those listed in the negotiated evaluation forms used in the initial evaluation process;
- (b) An evaluation with the recommendation of “Needs Improvement” shall be forwarded to the appropriate Dean within two (2) weeks of the Part-time (Adjunct) unit member receiving the written evaluation;
- (c) The Dean will convene a meeting with the Part-time (Adjunct) faculty person and the evaluator within two (2) weeks of receiving the written evaluation. The purpose of the meeting is to clarify the evaluation and the areas that need improvement;
- ~~(d) If the most recent evaluation is the only “Needs Improvement” recommendation the unit member has received within the last two (2) years, then~~ The unit member shall be re-evaluated within the next full semester. If the evaluatee does not have an assignment during that time, re-evaluation will occur the next semester in which he/she has an assignment. The re-evaluation will be performed by a different evaluator; ~~and the classroom observation form will be used primarily to focus on categories identified as needing improvement from the immediate prior evaluation. The opportunity to work with a faculty mentor may be offered by the supervisor or may be requested by the Part time (Adjunct) unit member;~~
- (e) If the subsequent evaluation described in (d) above results in another “Needs Improvement” recommendation then the unit member’s performance shall be considered unsatisfactory, and the unit member shall be removed from the Seniority List; ~~shall be placed on “Unsatisfactory” status, and a follow-up evaluation shall be conducted in accordance with Section 18I.2a by the Division Dean. If this follow-up evaluation is “Unsatisfactory”, or does not indicate satisfactory progress, then the unit member’s name shall be removed from the Seniority List;~~
- (f) If a unit member who has been removed from the Adjunct Seniority List is rehired at a later date, for seniority purposes the new date of initial service shall be the first day of instruction for the semester, not including Summer or Inter-session, when the unit member returns to paid service; and
- (g) At such time as a Part-time (Adjunct) unit member receives a “Satisfactory” evaluation, he/she is taken off “Needs Improvement” status. Notwithstanding, the Division Dean may

elect to accelerate the timeline for the next regular evaluation, in accordance with Section 18I.3 below.

18I.3 Additional Evaluations

Management reserves the right to conduct more frequent evaluations.

18I.4 Student Evaluations

The negotiated standard Student Evaluation Forms shall be distributed and collected by the evaluator as part of the classroom visit. (See Appendices: [Evaluation: Counselor Evaluation Form: Student Survey](#), [Evaluation: Library Orientation: Student Survey Form](#), [Evaluation: Student Response to Instruction Form Face to Face Class](#), [Evaluation: Student Response to Instruction Form Online Class](#).) The negotiated standard Student Evaluation Forms shall be summarized as part of the negotiated evaluation report. The negotiated student evaluation forms shall be anonymous and shall be returned to the Part-time (Adjunct) unit member at the end of the semester/term by the Division Dean/supervisor. The summary shall be a fair and accurate report of the information provided on the student evaluation forms. The evaluation report shall be a fair and accurate summary of the judgment of the individual evaluator.

18I.5 Rights of Part-time Faculty to Perform Evaluations/Evaluation Training

A qualified Part-time (Adjunct) unit member may perform Part-time (Adjunct) evaluations, ~~as well as serve on Peer Review Committees for tenured faculty.~~ Part-Time (Adjunct) unit members shall not evaluate other Part-time (Adjunct) unit members with whom they compete for assignments within a discipline. Qualification as an evaluator is dependent upon participation in evaluation training. Training sessions for performing evaluations shall be conducted by the Faculty Association on an annual basis as part of staff development activities. Part-time (Adjunct) unit members who have completed their third semester, or later, of employment in the District and who have also completed one such training session on evaluation, and who have been evaluated with above average ratings, shall be eligible to become evaluators. Compensation for completing such a training session shall be made, not to exceed three (3) hours at the rate stated in [Article 21G.2b](#).

The Part-time (Adjunct) unit member who performs evaluations shall be paid according to [Article 21C.1f](#) to perform the evaluation service.

18I.6 Evaluation of Contract, Regular, and Temporary Faculty Performing Overload

Contract, Regular and Temporary unit members who are providing service on an overload Part-time (Adjunct) assignment outside their primary discipline shall be evaluated as per the guidelines as set out in this Article.

18I.7 Professional Standards ~~for Part-Time (Adjunct) Unit Members~~

a. Forward

Faculty at Chabot College and Las Positas College have been selected with considerable care and with particular attention to their ability to give freely of their knowledge and talents to students. Each faculty member is asked to assume the personal and professional obligations which inhere in a career as college teacher, counselor, librarian or faculty member on special assignment. The faculty are expected to be professionals with students, colleagues and staff and to demonstrate collegial participation defined as contributing to a collaborative, respectful working environment with all staff. Criteria for excellence in working with students are listed below. In addition, the applicable specific professional standards are set forth for instructional faculty, counselors, librarians and faculty on special assignment.

b. **Excellence in Working with Students**

- (1) Knowing their subject fields in depth, keeping up-to-date and being alert to new materials in the literature;
- (2) Challenging students and setting high expectations with full knowledge of the diversity of human qualities and learning styles;
- (3) Demonstrating sensitivity in working with students, including those of diverse racial and ethnic backgrounds, sexual orientations, and abilities; and
- (4) Creating opportunities for students to assume responsibility for their own learning.

c. **Additional Specific Standards for Part-Time (Adjunct) Instructional Faculty**

- (1) Delivering coherent lectures;
- (2) Creating assignments that serve instructional goals;
- (3) Creating exams and/or other evaluative assignments that test for mastery of course content;
- (4) Creating course materials that serve instructional goals;
- (5) Organizing course content so that it encompasses authorized course outlines;
- (6) Identifying basic and essential concepts and developing pertinent materials and strategies that will assist students in understanding the core subject matter consistent with the official course outline;
- (7) Preparing carefully and organizing a course of instruction which adheres to the objectives and suggested materials listed in the course outline, and which encourages student use of campus resource centers and laboratories. If faculty within a team teaching class (see [Article 10D.2.c](#) for definition) have adopted a required text, that text must be used unless the faculty in the affected class agree to an exception;
- (8) Teaching with imagination, vigor, and clarity, attempting to provide a framework of learning which consciously places topics in a well-knit relationship one to the other;

- (9) Applying new technologies in the delivery of instruction where appropriate; and
- (10) Meet deadlines and submittal of Census Reports and grades.

d. **Additional Specific Standards for Part-Time (Adjunct) Counseling Faculty**

- (1) Working in and supporting a collaborative Counseling Division team environment;
- (2) Demonstrating a wide variety of counseling skills (listening, interviewing, trusting, encouraging, flexible, resourceful, fair) and counseling techniques while providing academic, career, and personal counseling services;
- (3) Demonstrating a high degree of accuracy when providing information concerning college/university transfer, degree requirements, College/District procedures and course curriculum;
- (4) Applying new technologies in the delivery of counseling services;
- (5) Developing and implementing new/revised projects, programs, and activities in accordance with the Counseling Divisions' Adopted Goals and Objectives;
- (6) Developing liaisons between the Counseling Division and Instructional Divisions and achieving familiarity with College and District goals and policies;
- (7) When applicable to a particular coordination assignment, demonstrating leadership and advocacy in collaboration with other staff in a particular unit; and
- (8) When applicable to a particular coordination assignment, demonstrating planning and vision in delivering counseling and student support services.

e. **Additional Specific Standards for Part-Time (Adjunct) Library Faculty**

- (1) Working in and supporting a collaborative Library team environment;
- (2) Developing and implementing new/revised projects, programs and plans in accordance with the Adopted Goals and Objectives of the Learning Resources Program;
- (3) Promoting student and staff access to use of the library through comprehensive reference service and bibliographic instruction;
- (4) Contributing to building, organizing, and maintaining library collections, including implementing electronic access to information;
- (5) Teaching students in class orientations, individually, and through Library Skills courses;
- (6) Developing liaisons between the library and instructional faculty and achieving familiarity with College and District goals and policies; and
- (7) Applying new technologies in the delivery of library services.

f. **Additional Specific Standards for Part-Time (Adjunct) Faculty on Special Assignment/Coordinator Assignment**

The evaluatee and the supervisor will develop standards appropriate to each Instructor on Special Assignment/Coordinator Assignment. The standards shall be clearly related to the Special assignment/Coordinator Assignment and comparable in their level of specificity to the standards described above for the other categories of faculty. The standards shall be approved in writing by the appropriate Vice-President, within three weeks of the first day of service of the Part-time (Adjunct) unit member.

18I.8 Training for Evaluators

Qualification as an evaluator is dependent upon participation in evaluation training. Training sessions for performing evaluations shall be conducted on an annual basis by the District and the Faculty Association. Each Division shall be required by the end of the fifth week of the academic year to submit a schedule to the appropriate Vice-President for conducting faculty evaluations. Each Division shall be responsible for maintaining a cadre of trained evaluators who will fulfill the Division's evaluation obligation.

a. **Pay for Evaluator Traveling to Distant Site**

Evaluators shall be paid the IRS mileage reimbursement rate to travel to a distant campus for the purpose of performing the evaluation.

18I.9 Grievance

A unit member shall be able to grieve his/her placement on the Seniority List.

A unit member shall be able to grieve non-placement on the Seniority List based upon the failure to do the required faculty evaluation(s) in a timely manner. A unit member cannot grieve the results of a properly performed faculty evaluation.

Nothing in this Article shall be construed to permit either the Faculty Association or a unit member to file a grievance to challenge the substance of any evaluation. Any grievance challenging the procedure utilized for an evaluation shall only first be filed after the completion of the evaluation process at issue.

18J. Maximum Workload

18J.1 ~~60%~~ 67% Law Limit on Assignments

Part-time (Adjunct) unit members shall be limited to assignments totaling no more than sixty percent (~~67%~~) of a full-time (100%) workload in any semester. This load limit is computed in terms of Computed A Hours per week. Summer Session, Inter-session and office hours are excluded from the calculation.

18J.2 ~~60~~ 67% Law Exceptions

Under the provisions of Education Code Section 87482, a Part-time (Adjunct) unit member may be assigned to teach more than a ~~67~~67% of full-time workload limit in any one semester, classified with Temporary status, so long as such assignments are limited to no more than two semesters within any period of three consecutive years. A Part-time (Adjunct) Nursing faculty may be assigned to teach more than 67% of a Full-time workload limit in any one semester, so long as such assignments are limited to no more than four semesters within any period of three (3) consecutive years.

18J.3 ~~60~~ 67% Law Exclusions

Paid participation by Part-time (Adjunct) unit members in evaluations, staff development activities, committee work, class substitution in any class for which the unit member is not the instructor of record, or any other service of an occasional nature shall not count toward the load limit as stated in Section 18J.1.

18J.4 Part-Time Office Hours/Eligibility

Part-time (Adjunct) unit members assigned a ~~33.3%~~ classes, not counting activity hours or courses taught load (5 CAH equivalent) or higher, not counting activity hours or courses taught exclusively on an individualized mastery learning basis in a given semester, shall have the option of serving one (1) weekly office hour per three (3) CAH to a maximum of one (1) hour total, with a possible second office hour for an additional three (3) CAH class with the approval of the Division Dean, to be compensated in accordance with [Article 21G.1d](#).

Contract and Regular unit members who are on an approved 100% Leave of Absence (~~excluding Workload Banking Leave~~) and teaches as Part-Time (Adjunct) faculty while on the Leave shall be eligible for paid office hours according to the above. The office hours shall be held on campus or at appropriate off-campus sites (approved by the Dean). The place and time of the office hour(s) shall be communicated in writing to the appropriate Dean.

18J.5 Part-Time Office Hours Notice of Intent

During the first week of each semester, each Part-time (Adjunct) unit member who intends to provide office hours during the semester shall submit to the Dean or administrator the time and location of the office hour on their syllabus.

18J.6 Part-Time Office Hours Syllabus Requirement and ~~67~~67% Law Exclusion

All Part-time (Adjunct) unit members who elect to take a paid office hour must state the time and place of the office hour in the appropriate course syllabus which shall be on file in the appropriate division office. It is understood that office hours for Part-time (Adjunct) unit members do not count in the sixty percent (~~67~~67%) calculation of maximum workload defined in Sections [18J.1](#) and [18J.2](#).

18J.7 Access to Supplies

All Part-time (Adjunct) unit members shall have full access to supplies, materials, films, and duplicating in the same manner as Contract and Regular unit members have access to these resources.

18K. STRS Cash Balance Plan

All eligible Part-time (Adjunct) unit members shall have the option to participate in the STRS Cash Balance plan at the minimum state level which is 4% of salary paid by the District and 4% of salary paid by the unit member, subject to IRS approval.

18L. Compensation for Office Hour.

See [Article 21G.1d](#).

18M. Consideration for Full-Time Employment

~~Part-time (Adjunct) unit members, with a minimum of four (4) years employment, may submit their District evaluations to the screening committee for both a Contract and Regular faculty position as well as a Temporary Leave Replacement position.~~

18MN. Summer Session and Inter-Session Assignments Priority to Contract and Regular Unit Members

Prior to making offers to Part-time (Adjunct) unit members, Summer Session and Inter-session assignments shall be offered to Contract and Regular unit members.

18NO. Medical Benefits

See [Article 20A.6](#) for Part-Time (Adjunct) unit member medical benefits.

18OP. Salary and Step Placement

See [Article 21H](#) for Part-Time (Adjunct) unit member salaries and step placement.

18PQ. Payment to Attend Required Activities.

Part-time (Adjunct) faculty who attend required activities approved by their Dean/Supervisor shall be paid by the hour at the rate in [Article 21G.2b](#). (See Appendix: [Service Report: Academic Non-Instruction](#).)

18QR. Bereavement Leave for Part-Time (Adjunct) Faculty.

Part-time (Adjunct) faculty shall be entitled to Bereavement Leave according to the terms of [Article 11C.2](#).

18RS. Judicial Leave for Part-Time (Adjunct) Faculty.

Part-time (Adjunct) faculty shall be entitled to Judicial Leave according to the terms of [Article 11G](#).

18ST. Donated Sick Leave for Part-Time (Adjunct) Faculty.

See [Article 11A.7](#).

18T. Part-time (Adjunct) Unit Members Working on Student Learning Outcomes (SLOs) and CLOs.

It is understood that Part-time (Adjunct) unit members shall be paid for any approved work they perform in developing SLOs and CLOs. Salary shall be at the rate for a mandatory meeting. (See Article 21G.2.b)

18U. Part-time (Adjunct) Unit Members Participating in Orientation as New Faculty.

All Part-time (Adjunct) unit members who participate in orientation as new faculty shall be paid for up to two (2) hours of orientation time regardless of whether the format is face to face, online, or otherwise. (See Article 21).

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