

## **ARTICLE 7: PART-TIME (ADJUNCT) FACULTY**

### **7.1 HIRING PROCEDURES**

- 7.1.1 The instructional units/subject areas will determine what additional positions are needed for the adjunct faculty in the next academic term. Available positions shall be posted on the District website and the CCC Registry.
- 7.1.2 The hiring of part-time faculty shall follow the procedures set-forth in the "Faculty Hiring Guidelines" posted on the District's Human Resource webpage.

### **7.2 CANCELLATION OF ADJUNCT FACULTY ASSIGNMENTS**

- 7.2.1 An assignment to an adjunct faculty member may be canceled or changed due to insufficient enrollment, scheduling of regular contract faculty to make baseload, or changes in the instructional program.
- 7.2.2 If the assignment is cancelled less than one week prior to the beginning of the class, the adjunct faculty member shall be paid for the one class meeting up to a maximum of three hours at his/her hourly rate.

### **7.3 REEMPLOYMENT PREFERENCE**

- 7.3.1 For the purposes of this article, adjunct faculty term load is considered to fall within one of three ranges.
1. Less than 34% load
  2. Between 34% and 50% load, inclusive
  3. Greater than 50% load.

Reemployment preference represents a rehire right or a right to first refusal to a typical assignment. An adjunct faculty member's typical assignment is characterized by the pattern established over the previous two-year period of time with total load falling within one of the three ranges above. The District will make an effort to provide continuing comparable assignment, within the ranges noted above, to adjunct faculty members with reemployment preference.

In all cases, adjunct faculty assignments shall be temporary in nature, contingent on enrollment and funding, and subject to program changes, and no adjunct faculty member shall have reasonable assurance of continued employment at any point, irrespective of the status, length of service, or reemployment preference of that adjunct faculty member.

- 7.3.2 The minimum standards for the terms of reemployment preference for adjunct faculty assignments shall include all of the following:

- a. The length of time adjunct faculty have served in the Yosemite Community College District;
- b. The number of courses adjunct faculty have taught in the Yosemite Community College District;
- c. The evaluations of adjunct faculty;
- d. The availability, willingness, and expertise of adjunct faculty to teach specific classes or take on specific assignments that are necessary for student instruction or services.
- e. Adjunct faculty members will be ranked among other adjunct faculty within their department(s) using the Adjunct Point Accrual Worksheet provided in **Appendix \_\_\_\_\_**.
  1. Adjunct faculty members shall continue to accrue points within their department(s) based upon all criteria listed in the Adjunct Point Accrual Worksheet, provided that they maintain “satisfactory” performance evaluations as defined in Article 6 and Appendix C.
  2. Adjunct faculty members who receive evaluations of “satisfactory with recommendations” shall not accrue additional points until a follow-up evaluation has been improved to “satisfactory.” Upon improvement to “satisfactory” in the follow-up evaluation, these adjunct faculty members will resume accumulation of points. There is no make-up of points.
  3. Adjunct faculty members shall not accrue additional points during semesters that contain any of the following:
    - a. Failure to submit grades for a class in accordance with college deadlines;
    - b. Failure to submit census roster or positive daily attendance rosters by the prescribed deadlines;
    - c. Failure to properly notify the division or instruction office regarding absences from class, lab, or assigned staffing hours;
    - d. Persistent, unresolved, and documented student complaints alleging violations of California Education Code 87732;
    - e. A District finding that the adjunct faculty member has violated a specific section of California Education Code 87732;

- f. Failure to complete and record Flex activity by the established deadlines.
4. Adjunct faculty members who receive evaluations of “unsatisfactory” shall not be reemployed within the Yosemite Community College District.

7.3.3 Process for reemployment preference:

- a. Each adjunct faculty member shall be allotted points within each department of service using the Adjunct Point Accrual Worksheet provided in **Appendix**. Points for cross-listed courses are accrued in only the primary discipline.
- b. Points are earned per term (Summer, Fall, Spring) based on term load since Fall 2004. The point-system shall allocate:
  - i. One (1) point for load less than 34%;
  - ii. Two (2) points for load between 34% and 50%, inclusive;
  - iii. Three (3) points for load greater than 50%.
- c. Reemployment preference for adjunct faculty members hired after Fall 2017 is granted upon receipt of his or her second satisfactory evaluation, commencing with the points earned to that point, and effective with the beginning of the subsequent schedule development timeline.
- c. Retiring full-time faculty may submit applications to teach as adjunct faculty within their faculty service areas.
- d. Retired faculty may begin teaching as adjunct faculty in compliance with STRS regulations and within the appropriate faculty service areas. Retired faculty teaching as adjunct instructors shall be awarded 9 points for each year of service since Fall 2004. Reemployment preference for newly retired faculty shall be limited to a load below 34%. Additional points shall be accrued using the same criteria for other adjunct faculty. Nothing shall prohibit the dean from assigning a load in excess of 34%. The right to return as an adjunct and claim 9 points per year of service shall expire if not exercised within three years of retirement.
- e. Adjunct faculty (including retired faculty) who teach in more than one discipline shall have separate adjunct point accrual worksheets completed for them. Accrued points shall not cross-over into other disciplines (e.g., an adjunct faculty member may have a high number of points in one discipline, but a low number of points in his/her second discipline).

- f. An adjunct faculty reemployment preference report shall be generated by the District on July 1<sup>st</sup> of each year and be followed for reemployment preference until June 30<sup>th</sup> of the following year. The report shall be made available to all adjunct faculty through the District Office and by the Yosemite Faculty Association website.
- g. All adjunct faculty reemployment, including retired faculty serving as adjunct instructors, shall occur after full-time faculty baseloads have been assigned and set as stated in Article 7.4. Full-time faculty baseloads will not be altered to accommodate adjunct faculty scheduling availability unless by mutual agreement of the full-time faculty member and the immediate administrator.

#### 7.3.4 Authorized Breaks In Service

- a. Adjunct faculty may be granted up to one year of leave within a six-year period without loss of accrued points. The break in service may be either partial (reduced load) or full (no load).
- b. Additional leave requests may be authorized by the immediate administrator. A request for such authorization must be submitted in writing by the adjunct faculty member and approved in writing by the immediate administrator. Such leaves may be due to maternity, sick leave, baby bonding, or other leave protected under the Family Medical Leave Act.
- c. In the event that an assignment is not available from the District, the adjunct faculty member shall retain his or her accrued points.
- d. Any break in service of three years or more results in an automatic termination and loss of all accrued points and attendant reemployment preference.

#### 7.4 MILEAGE REIMBURSEMENT

It is incumbent upon the adjunct faculty member to bear all costs of travel to and from the work site on any given day. In the event that the District assigns a second work site on the same day at a location more than 10 miles away, the District will pay mileage from the first location to the second location according to the most recent values provided by the Internal Revenue Service.

## **7.5 PART TIME OFFICE HOURS**

The District will gather details associated with the state funding source for adjunct office hours called the “Community College Part-Time Faculty Office Hours Program.” The District will bring those to YFA for discussion of options. Should a mutually agreeable solution be found, the contract language of this article will be modified accordingly.

## **7.6 ACCESS TO SUPPLIES**

All adjunct faculty members shall have full access to supplies, instructional materials, and duplicating services for use in YCCD-related activities only.

## **7.7 BENEFITS**

The opportunity to purchase benefits shall be offered to all adjunct faculty members in accordance with the Affordable Care Act.

## **7.8 RETIREMENT PLANS**

**7.8.1 CalSTRS:** An adjunct faculty member who performs creditable service (as defined in California Education Code 2119.5), and who is excluded from mandatory membership pursuant to California Education Codes Sections 22601.5, 22602, or 22604, may elect membership in the California State Teachers’ Retirement System (CalSTRS) Defined Benefit Program at any time while employed to perform creditable service. If the faculty member elects membership, then his/her election becomes irrevocable until employment is terminated. New adjunct faculty have thirty days in which to choose a retirement plan.

**7.8.2 APPLE Program:** If the adjunct faculty member declines enrollment in CalSTRS, s/he will automatically be enrolled in the Accumulation Program for Part-Time and Limited-service Employees (APPLE) Program.

**7.8.3** For more information on retirement plans available, adjunct faculty are encouraged to refer to the “Packet for Newly Hired Adjunct Faculty” or call the Yosemite Community College District Human Resources Office.

## **7.9 STATE DISABILITY INSURANCE (SDI)**

**7.9.1 State Disability Insurance (SDI):** The SDI program shall be funded entirely through adjunct faculty contributions with no financial impact on the District (other than the administrative cost of establishing payroll deduction). In the event that a change occurs in the SDI funding model, the Yosemite Faculty Association and the District agree to reopen negotiations on the program.