



# **2018-2021 CCFF CONTRACT**

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## **Changes Impacting Chairs**

**March 28, 2019**

**Chair's Council Meeting Presentation**

**by**

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***CCFF Chief Negotiator***



## **ARTICLES FOR CHAIR AWARENESS**

- Article 4 Assignment
- Article 11 Department Chairs
- Article 14 Office Hours
- Article 13 Part Time Rehire Rights
- Article 16 Part Time Evaluation
- Article 38 Working Conditions
- Article 39 Travel and Conference
- Appendix C – Initial Placement on Salary Schedule



## ARTICLE 4 - ASSIGNMENT

- **Scholars Honors/Directed Studies:** Faculty members will earn 1 LHE for every 15 successfully completed SH contracts or 15 directed studies projects.
- **Department Meetings:** PT faculty may attend and be paid \$30 hour for attending. For now, use a sign in sheet and send to the Division Office.
- **New Curriculum:** Faculty who write a new course shall be given the right of first refusal to teach the course for the first four semesters that it is offered.
- **Distance Education:** Contract remains silent, as we were not able to come to agreement on percent of load that may be online, If a problem emerges, contact CCFF Grievance Team.



## ARTICLE 11 - DEPARTMENT CHAIR

- **Load:** Those who would like to balance their chair release time load may do so through their dean up to 140% average over fall and spring semesters.
- **Elections:** In rare instances at the discretion of the Vice President of Academic Affairs, non-tenured full-time faculty may be considered eligible.
- **Elections:** Overload assignment shall not be considered when determining eligibility.
- **Elections:** Sitting Dept Chairs will notify Dean of outcome within 7 business days of the election.



## ARTICLE 11 - DEPARTMENT CHAIR (CONT'D)

- **Summer:** Clarification provided on summer chair duties and stipend allocation when a new chair is elected.
- **Summer:** By the end of the first week of May, Department Chairs will inform the Division Dean if they will work in the summer. If the job will be shared between co-chairs or a sitting and a new Chair over the summer, the stipend will be evenly split.
- **Summer Assignments:** Faculty May teach up to 12 units split over two sessions starting this summer. They are encouraged to notify chairs of their interest to teach additional classes, if they become available. This does not mean bumping PT faculty who have already accepted summer assignments.



## ARTICLE 14 - OFFICE HOURS

### Summer Office Hours

- **Lab Classes:** For purposes of summer, “Faculty will receive one office hour per 6.67% load (or 1 office hour per LHE).” All labs shall have the same load factor as lecture. One hour of lab shall have the same load factor as one hour of lecture (parity or non-parity).
- **AED Classes:** compensated based on their course weekly class hours as per listed in the schedule of classes. One office hour will be allowed for every contact hour.



## ARTICLE 13 - PART TIME REHIRE RIGHTS

- **Availability Forms:** Adjustments were made to the scheduling availability form. It will now be submitted directly to the chair and the deadlines are as follows:
  - **Fall:** Friday of the first week of the prior spring
  - **Spring:** Friday of the first week of prior fall
  - **Summer:** Friday of the first week of prior fall
- **Notification:** HR to notify PT faculty each semester 30 days prior and then 7 days prior of availability form due date. Retirees: if they want to come back, please alert them to the need to submit their request form on time. They are cut off from their email accounts that would enable them to receive the HR messaging.
- **Scheduling:** Clarification provided for scheduling PT faculty who earn or lose seniority.



## **ARTICLE 13 - PART TIME REHIRE RIGHTS (CONT'D)**

**Seniority Lists:** PT seniority lists need to be submitted to HR and Union by the end of each semester. Part time faculty can request to see the list.

**Same Hire Date:** PT faculty with the same hire date. Seniority will be determined by drawing in HR. If HR is not proactive with this, then chairs should alert

**SLO'S:** PT faculty are encouraged to complete SLOs but are not required.

**Reasons for not Assigning a Class:** If PT faculty ask, the chair is obliged to give a reason.

Recommended to use one of the reasons listed in 13.2.3:

- Teaching Experience
- Expertise
- Previous Performance
- Adherence to District Policies and Procedures (turn in grades, following protocol for calling in sick)
- Qualifications
- Skills
- Employee availability





## ARTICLE 16 - PART TIME EVALUATION

- **Needs Improvement:** Part time faculty who receive a “needs improvement” will be given a remediation plan and will be re-evaluated the next time they teach.
- **Termination:** Part time faculty who do not show improvement after re-evaluation or receive an unsatisfactory will be terminated.
- **Administrative Evaluation:** Replacement of “off schedule” evaluations procedure with “administrative evaluation” procedure.



## **ARTICLE 38 - WORKING CONDITIONS, SAFETY, AND WELFARE**

- Provides guidance for safe working conditions and method of reporting unsafe conditions. All reported non-emergency safety matters must be addressed by the District within two business days.

## **ARTICLE 39 -TRAVEL AND CONFERENCE**

- Faculty who are required due to conduct site visits in the administration of a program, and other professional responsibilities to travel between two or more assigned location on the same service day will be reimbursement for their mileage. Mileage claimed must be reduced by the the employee's normal round-trip commute miles.



## **APPENDIX C- EXPLANATION OF SALARY SCHEDULE**

- Maximum initial placement on the salary schedule shall be step 10. One step will be allowed for each full year of FT paid academic employment.
  - Instructional: 1 step for 30 semester units or 45 quarter units of part time teaching
  - Non-Instructional: 1 step for 1,440 hours of work (10 month position).



**END**

**If you have any questions and/or concerns,  
contact me at the following**

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