



Know the Contract: Part-time Faculty Provisions & Assignment Order

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Welcome!

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Part-time Faculty definition in CBA

Part-time is half-time or less during academic year (Fall, Winter, Spring), **plus** annual “Roundup” class(es) up to .667 FTE

Assignments that exceed the annual round up require full-time contracted salary rates for the academic year.

(See: 1.1.6, 1.1.7, 34.5.3.2)

Part-time Assignments, generally

Course assignments must:

- Be provided in writing at earliest reasonable times;
- Give consideration to creating a reasonable overall work schedule, given other employment; and
- Are “set” when written notice is provided.

Only exception: bumping by full-time faculty member; no bumping by part-time faculty

(See 34.3 and 34.5.4)

Class Cancellations

During the timeframe:	Classes may not be cancelled with:
4 weeks to 15 calendar days	At least 40% enrollment capacity
2 weeks to first day of the term	At least 70% enrollment capacity

See Workload, Class Cancellation, and Enrollment Capacity Revised MOA

Compensation for Cancelled Classes for PT Faculty

Deans must provide **timely notice** of cancellation to faculty member & LCCEA, including the reason. (See: 34.8)

If class is cancelled:	Compensation will be:
2 weeks or more before term	none
Less than 2 weeks before term	4 hours pay
After beginning of term	Pay for class hours taught, plus 4 hours pay if you have taught class in past 2 yrs or 10 hours if you have not taught class in past 2 yrs

Bumping of Part-time Assignments

Bumping of part-time faculty by contracted faculty follows this order:

1. Identify courses contracted faculty member is certified to teach
2. Narrow options to courses taught within last 5 years & scheduled within a 12-hour day with at least 12 hours before next work day
3. If there are no alternatives, the contracted faculty member bumps the only available course
4. Following above steps, least senior part-time faculty member shall be bumped.

(See 34.5.4)

Part-time Seniority System: Qualification

Accrual families vary by department, program, discipline.

Earn seniority in first family by teaching 7 terms over 3 years; 3 terms per year “count”

First unit awarded during term when seniority is earned (See 34.5.1.1)

For additional accrual families, earn seniority by teaching **3 terms within 3 years** to qualify. This may occur simultaneously to initial earning of seniority. (See: 34.5.1.2)

Maintaining Part-time Seniority

Accrual of seniority: earn one unit per year in each accrual family, 34.5.2

Keep seniority in family by teaching within the family at least once every two years, (See: 34.5.1.3)

Keep track of seniority when seniority lists are posted in departments -- required by May 15. (See 34.5.2.2)

Part-time Seniority Benefits

Term-by-term Rights to Class Assignments:

Part-time faculty with seniority must receive assignments of at least .6FTE per term (in order of seniority). This should be rounded up above .6FTE whenever a .6 exact assignment is not possible in any given term up to annual maximum. (See: 34.5.3.1.1) The annual max paid at PT salary rate is 0.667 FTE during the academic year.

Rights to Compensation:

Guarantees compensation for courses to which PT faculty member had a seniority right but did not receive class assignment. On an annual basis, part-time faculty with seniority who do not receive the assignments to which they have a right must be compensated for courses they should have been assigned if part-time faculty with less seniority or no seniority received any assignments. (See 34.5.3.3)

What are the implications of 34.5.3.1.1 and 34.5.3.1.2? (Term-by-term rights & roundup)

Part-time faculty with seniority must receive assignments of at least .60 FTE per term (in order of seniority). This should be rounded up above .60 FTE (term-by-term, seniority based round up) to meet annual assignment right maximum of .667 FTE

Ex A: 4 credit classes; only 20 credits available to assign in Fall only:

1st, part-time faculty member A (5 units seniority): 12 credits (.80 FTE) Fall

2nd, part-time faculty member B (4 units seniority): 8 credits (.533 FTE) Fall

Ex B: 4 credit classes; only 20 credits available for the year: 1st, part-time faculty member A (5 units seniority): as the most senior PT faculty would receive all 20 credits over the course of the year.

Annual maximums at part-time salary still apply.

Assignment Order

Academic Year (Fall - Winter - Spring)

1. Contracted faculty (including temporary contracted faculty)
2. Part-time faculty with seniority are assigned available courses with term-by-term rights of .6 FTE (rounded up), not to exceed .667 annual FTE
3. Part-time faculty without seniority are assigned available courses with term-by-term rights of .6 FTE (rounded up), not to exceed .667 annual FTE.
4. Contracted overloads may not be offered unless all PT faculty have both term-by-term (.6 or above) rights and annual maximum (.667 FTE) rights met.

Summer

1. Contracted faculty (if any regular assignment)
2. Part-time faculty with seniority are assigned available courses with term-by-term rights to .6 FTE rounded up.
3. Part-time faculty without seniority or contracted faculty (overloads)

See Assignment Rights MOU; Art. 34.5.3

Procedure for Substitutes

Short Term: Less than 3 weeks

1. Notice to manager; trade with another employee
2. If trade not available PT faculty may be assigned (voluntary); hours recorded on timesheet and paid at regular hourly rate
3. If #1 and #2 not possible FT faculty may be assigned (voluntary); paid at overload rate for 1.0 FTE faculty; regular hourly rate for less than 1.0 FTE FT faculty
4. Intermittent assignment in excess of .075 FTE by any single PT faculty must be included and count towards the PT faculty member's annual workload.

Short Term: 3 to 5 weeks/Long Term: 6 weeks or more

1. Assignments are voluntary
2. If need for short or long term replacement was not known by College before the term it was needed and the PT faculty exceeds their annual .50 FTE credit limit as a replacement, a temporary contract shall be provided from start of that term

See Articles 32.6, 32.7 & 32.8

Compensation for Meetings / Workshops on Campus

- **Paid In-Service / Committee Hours** (See 9.2.2, SB551 MOA, 22-24 Reopener Agreement) – **56*** hours / year
 - For faculty teaching in Fall: **32 hours**
 - For faculty teaching in Winter: additional **12 hours**
 - For faculty teaching in Spring: additional **12 hours**
 - Uses:
 - Fall In-service or Spring Conference
 - Any workshops or meetings on campus
 - Attend and record on timesheet
 - CCPD 4 hrs per year/ 12 hrs total required
- Right to attend department/ discipline program meetings (except confidential such as search committees) (32.5.1)

*8 of the 56 hours are reserved for student outcomes assessment activities

Misc Other Compensation for Part-Time Faculty

- **Governance participation pay:** pay for 0.25 FTE per term for service as a governance council chair; pay for 2 hours for every 1 hour of meeting time (See [Governance Compensation MOA](#))
- **Specific committee participation pay:** pay for 2 hours for every 1 hour of meeting time; Committees include: IEC, Curriculum, Academic Program Review, FPD Oversight, FIGs, Professional Activities (See [Specific Committees MOA](#))
- **Search committee participation pay:** all hours worked (during and outside of meetings/interviews) should be recorded and compensated on timesheets at the instructors regular hourly rate

Other Information and Resources

- ❖ **Faculty Professional Development** lanecc.edu/fpd
- ❖ **LCCEA [Emergency Funds](#)**
 - \$300/ award up to maximum of \$599 / year for members
 - Can be used for class cancellation, medical costs, other needs
- ❖ **Sunshine Cards [Request Form](#)**
- ❖ **OEA Foundation [grants](#)** for students (must be requested by faculty member)

Thank you!