

**CHAFFEY COMMUNITY COLLEGE DISTRICT  
AND  
CHAFFEY COLLEGE FACULTY ASSOCIATION  
MEMORANDUM OF UNDERSTANDING  
REGARDING  
Section 18.7.4 of the 2014-2017 CBA**

This Memorandum of Understanding is made by and between the Chaffey Community College District ("District") and the Chaffey College Faculty Association ("CCFA") regarding section 18.7 of the 2014-2017 Collective Bargaining Agreement ("CBA").

NOW, THEREFORE, the District and CCFA agree as follows to replace the current language in Section 18.7.4 with the following:

Full-time faculty, in accordance with section 18.10.1, will recommend assignments to the first level manager (FLM). After assignments have been determined for the full-time faculty, the remaining assignments will be offered to part-time faculty during the initial scheduling round using the tier system below.

**Tiers and Criteria**

**Teaching Assignments**

A part-time faculty member shall have Tier 3 re-employment preference status for teaching assignments within a discipline or program area if all of the following criteria are satisfied at the time of scheduling:

- a) The part-time faculty member has received a "Satisfactory" rating on the two most recent evaluations within the program area;
- b) The part-time faculty member is at step 3 or higher on the Part-Time Compensation Schedule;
- c) The part-time faculty member has taught at least six entire sections within the discipline or program area;
- d) The part-time faculty member complies with Chaffey College policies and procedures including submitting grades and census reports in a timely manner, and managing and responding, as appropriate, to the District assigned email account; and

e) The part-time faculty member submits the completed Chaffey College Availability Form to the FLM, or designee, by the established due date.

A part-time faculty member shall have Tier 2 re-employment preference status for teaching assignments within a discipline or program area if all of the following criteria are satisfied at the time of scheduling:

- a) The part-time faculty member has received a "Satisfactory" rating on the most recent evaluation within the program area;
- b) The part-time faculty member is at step 2 or higher on the Part-Time Compensation Schedule at the time of scheduling;
- c) The part-time faculty member has taught at least 3 entire sections within the discipline or program area;
- d) The part-time faculty member complies with Chaffey College policies and procedures including submitting grades and census reports in a timely manner, and managing and responding, as appropriate, to the District assigned email account; and
- e) The part-time faculty member submits the completed Chaffey College Availability Form to the FLM, or designee, by the established due date.

#### **Non-teaching Assignments**

A part-time faculty member shall have Tier 3 re-employment preference status for a non-teaching assignment within a program area if all of the following criteria are satisfied at the time of scheduling:

- a) The part-time faculty member has received a "Satisfactory" rating on both of the two most recent evaluations within the program area;
- b) The part-time faculty member is at step 3 or higher on the Part-Time Compensation Schedule;
- c) The part-time faculty member has worked at least 3 complete primary terms in the assigned area;
- d) The part-time faculty member complies with Chaffey College policies and procedures including programmatic responsibilities in a timely manner, and managing and responding, as appropriate, to the District assigned email account; and
- e) The part-time faculty member submits the completed Chaffey College Availability Form to the FLM, or to the FLM's designee, by the established due date.

A part-time faculty member shall have Tier 2 re-employment preference status for a non-teaching assignment within a program area if all of the following criteria are satisfied at the time of scheduling:

- a) The part-time faculty member has received a "Satisfactory" rating on the most recent evaluation within the program area;
- b) The part-time faculty member is at step 2 or higher on the Part-Time Compensation Schedule;
- c) The part-time faculty member has worked at least 2 complete primary terms in the assigned area;
- d) The part-time faculty member complies with Chaffey College policies and procedures including programmatic responsibilities in a timely manner, and managing and responding, as appropriate, to the District assigned email account; and
- e) The part-time faculty member submits the completed official Availability Form to the FLM, or to the FLM's designee, by the established due date.

Any part-time faculty member at Step 1 on the part-time compensation schedule will not have any re-employment preference status. Tier 1 consists of all part-time faculty that have not met criteria for Tier 2 or 3.

#### **Changes in Tier Status**

The District shall notify each part-time faculty member and the Association President via District email whenever re-employment preference status is attained, changed or terminated. Whenever any re-employment preference status is terminated, the District shall state the specific reason(s) for the termination in the notification. A part-time faculty member's re-employment preference status may be terminated for failing to satisfy the required criteria. Once terminated, a re-employment preference status cannot be reinstated during the same term in which it was terminated, but it shall be reinstated for future terms as soon as the criteria are once again satisfied.

The District shall provide to the Association a list of all part-time faculty members that have re-employment preference status annually on or before February 1st.

#### **Special Circumstances**

The District and the Association agree that a program or discipline may offer certain specific courses that require the instructor to have expertise beyond the established minimum qualifications for that program or discipline. The full-time faculty in each program or discipline shall determine the list of such specific courses and make their list available to the FLM who shall keep a record of it. It is the responsibility of the part-time

faculty member to provide evidence of expertise to the FLM, or the FLM's designee, in order to be assigned to teach such a course. Evidence of expertise may include, but is not limited to, successfully completed pertinent coursework, experience teaching in the delivery mode (on-line/hybrid/fast track) and/or demonstrated work experience that is directly related to the specific course. Whenever possible, the FLM shall consult with the subject specialist(s) within the program to determine if the evidence of expertise is adequate.

**Assignment Procedures**

A part-time faculty with Tier 3 re-employment preference status, and who meets the qualifications for specific assignments, will be offered an assignment before part-time faculty with Tier 2 re-employment preference. A part-time faculty with Tier 2 re-employment preference status, and who meets the qualifications for specific assignments, will be offered an assignment before part-time faculty that do not have any re-employment preference status. If two or more part-time faculty with the same re-employment preference status are qualified for the same assignment, then the part-time faculty member with the earliest hire date will be first offered the assignment. If the part-time faculty mentioned in the previous sentence have identical hire dates, the assignment will be determined by the first level-manager.

In subsequent scheduling rounds, the FLM will make every effort to apply the tier system whenever possible.

In all cases, part-time faculty assignments shall be temporary in nature, consistent with the California Education Code.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding on this 22 day of MAY, 2017.

Chaffey Community College District

Chaffey College Faculty Association

Meridith Caudell

[Signature]

5/23/2017

May 22, 2017

Date

Date