

SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT CUESTA COLLEGE

NON-CREDIT FACULTY PROCEDURAL GUIDE

1 Purpose

This procedural guide outlines district processes and expectations related to non-credit faculty recruitment, hiring, salary placement, workload, and evaluation. It establishes procedures to provide guidance and ensure alignment with district policies, procedures, and Title 5 requirements.

2 Scope

The guide applies to non-credit faculty assignments at Cuesta College, excluding Non-credit Enhanced ESL faculty assignments. Non-credit Enhanced ESL faculty assignments are governed by the applicable collective bargaining agreement and related district policies and procedures.

3 Minimum Qualifications & Hiring Process

All non-credit faculty hiring processes shall be conducted in accordance with applicable provisions of the California Education Code, Title 5 of the California Code of Regulations, and District Equal Opportunity Plan.

A. The hiring process includes:

- a. Identification of instructional need and authorization to recruit through the appropriate administrative process.
- b. Position advertisement and recruitment, unless an emergency or other approved circumstance justifies a limited or expedited process consistent with district procedures.
- c. Review of applications by the appropriate Dean, Director, and/or screening committee to determine whether applicants meet minimum qualifications established by Title 5 Section 53412, as well as any additional qualifications and requirements of the position.
 - i. Applicants who do not meet the exact minimum qualifications established by Title 5, Section 53412, may be considered through the District's equivalency process in accordance with AP 7211. Any equivalency determination must be approved through the District's

established review process prior to the applicant being offered an interview.

- d. Interview process conducted by a hiring committee, which may include administrators and faculty.
 - e. Recommendation to the Board of Trustees for approval
- B. If a non-credit faculty member is hired through an emergency hire process rather than the standard recruitment process, the assignment is limited to one academic term. To be considered for continued employment beyond that term, they must apply through the next open recruitment cycle and participate in the standard hiring process.

4 Workload (Load) Expectations

4.1 WORK HOURS

- A. A full-time non-credit faculty assignment is defined as:
- a. 28 hours per week of instruction, and 12 hours per week of non-instructional responsibilities.
 - b. The 12 hours of non-instructional responsibilities recognize that effective non-credit instruction extends beyond the time spent in the classroom. These responsibilities support student success and engagement, program operations, reporting requirements, and continuous improvement efforts.
 - c. Non-instructional responsibilities may include, but are not limited to:
 - i. Course preparation and instructional planning;
 - ii. Grading, student feedback, and evaluation of student progress;
 - iii. Attendance accounting, recordkeeping, and required documentation;
 - iv. Office hours and student consultations;
 - v. Student support, follow-up, referrals, and retention activities;
 - vi. Participation in department meetings and program activities;
 - vii. Program review, program planning, and continuous improvement activities;
 - viii. Curriculum development and course improvement;
 - ix. Coordination of program logistics (e.g., scheduling, materials, equipment);
 - x. Compliance and safety-related tasks (e.g., regulatory documentation);
 - xi. Student support activities (e.g., follow-up, referrals);

- xii. Professional growth, required trainings, and professional development activities;
 - xiii. Collaboration with faculty, staff, administrators, and community or industry partners in support of program goals and student success
- B. Part-time non-credit faculty may be assigned up to 67% of a full-time non-credit instructional load, not to exceed the equivalent of 67% of 28 instructional hours per week, in accordance with Title 5, Section 87482.5.
 - a. Part-time faculty may be assigned special projects outside the scope of their instructional and non-instructional load. Special project assignments must be assigned and approved by the appropriate administrator prior to the work being performed and require a completed Scope of Work. Approved special project work is not included in the faculty member's instructional and non-instructional load and will be compensated separately in accordance with district procedures.
 - b. Part-time non-credit faculty who have not received an assignment for four consecutive semesters are required to reapply through an open recruitment process to be eligible for future assignments and may have to complete onboarding again in alignment with district policies.

4.2 WORKLOAD FORMULA

- A. Noncredit faculty workload is based on a 40-hour full-time work week, consisting of:
 - 28 instructional hours (70%)
 - 12 non-instructional hours (30%)
- B. Faculty load is calculated by applying the proportion of assigned instructional hours to the full-time instructional workload and including the corresponding proportion of non-instructional hours. Together, the instructional and non-instructional hours constitute the total faculty load.

Formula:

- Instructional Load = Assigned Instructional Hours ÷ 28
- Non-Instructional Hours = Instructional Load × 12
- Total Faculty Load = Instructional Hours + Corresponding Non-Instructional Hours

4.3 BASIC SKILLS SUMMER HIGH SCHOOL PROGRAM EXCEPTION

The workload calculation outlined in this section does not apply to instructors assigned exclusively to the Basic Skills Summer High School Program. These temporary summer

appointments consist solely of instructional hours and do not include the non-instructional workload associated with standard non-credit faculty assignments.

5 Salary Schedule

5.1 Salary Structure

- A. The Board of Trustees approves salary schedules annually.
- B. Non-credit faculty are compensated based on an hourly step schedule that recognizes ongoing service and contribution. The 2026-2027 Non-credit salary schedule rates, effective 7/1/2026 are:

Rate/Step	Hourly Rate
1	\$39.77
2	\$41.75
3	\$43.50
4	\$45.83
5	\$47.41
6	\$49.58
7	\$51.68

5.2 Initial Placement

- A. Part-time non-credit faculty are placed at Step 1 upon hire, regardless of education or prior experience.
- B. Full-time non-credit faculty who meets the minimum qualifications for the discipline shall be placed at Step 1. Human Resources will review and verify all submitted documentation and determine initial salary placement in accordance with the approved Non-Credit Faculty Salary Schedule. Additional verified directly related experience beyond the minimum qualifications shall be credited at one salary step for every two years of qualifying experience, up to a maximum initial placement of Step 7.

5.3 Step Advancement

- A. Non-credit faculty advance one step after completing the equivalent of a 100% teaching workload over a minimum of four semesters and/or summer sessions.
- B. Step increases become effective in the following semester or summer session.

5.4 Special Compensation Conditions

- A. Non-credit faculty teaching cross-listed credit and non-credit courses are compensated according to the credit faculty salary schedule.

5.5 BASIC SKILLS SUMMER HIGH SCHOOL PROGRAM

- A. Effective August 1, 2026, instructors hired exclusively for the Basic Skills Summer High School Program are not eligible for salary step advancement under Section 5.3 of this procedural guide.
- B. Instructors hired exclusively for the Basic Skills Summer High School Program will remain at their initial salary placement for the duration of their employment in the program.
- C. Instructors hired into the Basic Skills Summer High School Program prior to August 1, 2026, will retain the salary step they have attained as of August 1, 2026, but will not be eligible for any future salary step advancement under Section 5.3 of this procedural guide.

6 Evaluations

The evaluation procedures outlined in this section apply to all noncredit faculty assignments except instructors hired exclusively for the Basic Skills Summer High School Program.

6.1 Schedule

- A. **Initial Evaluation Period.** New non-credit faculty are evaluated during the first two semesters of employment.
- B. **Ongoing Evaluation Cycle.** Following a satisfactory initial evaluation, non-credit faculty participate in an evaluation cycle once every six (6) semesters.

6.2 Evaluation Process

The evaluation process is designed as a collaborative and reflective experience that supports instructional quality, professional growth, and student success. Evaluations are conducted by the Dean, Director, or designee and include the following components:

Step 1: Notification & Scheduling

- a. Non-credit faculty are notified of their evaluation during the appropriate evaluation term.

- b. The evaluator coordinates timelines for all evaluation components, including classroom observation and submission of materials.

Step 2: Self-Evaluation

This step centers faculty voice and encourages meaningful self-reflection.

- a. Non-credit faculty complete a self-evaluation reflecting on:
 - i. Instructional effectiveness
 - ii. Engagement and interaction with students
 - iii. Professional responsibilities

Step 3: Student Evaluations

- a. Students provide feedback through a district-approved evaluation survey.
- b. This feedback offers valuable insight into student experience, engagement, and instructional effectiveness.

Step 4: Classroom Observation

- a. The evaluator conducts one classroom observation to assess:
 - i. Instructional delivery and preparation
 - ii. Student engagement and participation
 - iii. The overall learning environment
- b. Prior to the observation, non-credit faculty will have the opportunity to provide lesson plans, materials, and/or sample student work to support the observation.

Step 5: Evaluation Criteria

- a. Non-credit faculty performance is assessed across three core areas:
 - i. Instructional effectiveness
 - ii. Interaction with students
 - iii. Professional responsibilities

Step 6: Final Evaluation Report & Meeting

- a. A written summary is prepared by the evaluator and shared with the faculty member.
- b. A meeting is held between the evaluator and faculty member to:

- i. Review evaluation outcomes
- ii. Discuss strengths and areas for growth
- iii. Provide recommendations, if applicable

Step 7: Roles & Responsibilities

- a. Faculty
 - i. Participate in all evaluation components
 - ii. Maintain accurate instructional records and documentation
 - iii. Engage in ongoing professional development
- b. Dean/Director/Designee (Evaluator)
 - i. Conduct evaluations and classroom observations
 - ii. Review evaluation materials and student feedback
 - iii. Complete and discuss the final evaluation report
 - iv. Ensure compliance with district policies

Step 8: Documentation & Recordkeeping

- a. All evaluation materials must be:
 - i. Completed electronically or typed
 - ii. Submitted within established timelines
- b. Records are maintained in accordance with district record retention policies.

Step 9: Key Distinction

- a. Non-credit faculty evaluations do not include peer review.

7 Compliance & Review

- A. This guide aligns with Title 5 regulations and district policies.
- B. Procedures may be updated as policies, regulations, or salary schedules evolve.