

not meet these requirements, then necessary steps will be taken to ensure compliance. For all courses offering online components there shall be regular and effective contact between the faculty member and the students as verified by a student identification process.

5.11.1 The determination of which courses in the curriculum may be offered in an online format, in addition to instructor/student contact requirements, shall be in accordance with the Title 5 California Code of Regulations.

5.11.2 All online instructors, prior to their first distance education assignment, shall complete training in online pedagogy, an online learning management system and accessibility standards, provide evidence of prior training, or demonstrate mastery or competencies in these areas. The Distance Education Coordinators and/or OEI certified trainers will make recommendations to the Dean or designee for faculty who meet the requirements.

5.11.3 Such training, for eligible faculty as defined in 5.11, must be pre-approved by the Dean, and shall be compensated either via the unit member's professional development obligation or at the unit member's rate of pay on the Temporary, Part-Time & Full-Time Overload Two-Thirds Laboratory/Hourly Faculty Salary Schedule (Appendix B), at the option of the unit member. Any training used for salary schedule column advancement cannot be compensated by the District.

5.11.4 Becoming qualified to teach online courses does not require a faculty member to accept assignment to teach an online course.

5.11.5 Beginning Fall 2016 regular, tenure-track, and temporary faculty will have all courses evaluated on a rotating cycle per Article 7.2. Regular and tenure-track faculty teaching more than one Distance Education (DE) or Hybrid course must have at least one (1) of their online courses evaluated as part of every evaluation cycle on a rotating basis. Regular, tenure-track and temporary faculty teaching one DE/Hybrid course will have that course evaluated at least every other evaluation cycle beginning Fall 2016.

Preparations

5.12 Normally instructional faculty members will not be assigned more than three different course preparations per semester for regular load assignments excluding overload assignments. The District and the Federation understand that different disciplines or other extenuating circumstances (e.g., necessity to maintain full-time faculty load or to preserve programs) may require different numbers of preparations. The assignment of a course in a distance education modality is a separate preparation from the same course in a face to face modality.

5.12.1 Course preparations nominally include development of a Syllabus, a Welcome Letter (for DE courses), Course Objectives, grading standards, and a tentative calendar of topics or exams. Lab preparation is considered an additional preparation.

5.12.2 Any assignment that exceeds four preparations per semester shall be by mutual agreement between the faculty member and management.

Assignment of Faculty

5.13 The appropriate Vice President or designee will determine the class or service assignment for each faculty member consistent with the provisions of this section. The Division Chair/Director, in consultation with the faculty, and following guidelines from the Dean or Vice President, will develop the initial schedule for classes and teaching or service assignments.

5.13.1 The assignment of regular faculty, including the teaching schedules or service load levels, will be determined by the appropriate Dean (or Vice President where there is no Dean)

following consultation with the Division Chair (or Director where there is no Chair) and the faculty in the subject or service area.

- 5.13.2 The assignment of non-instructional faculty will be determined by the appropriate Vice President, Dean, or Director following consultation with the faculty in the subject or service area as applicable.
- 5.13.3 The assignment of temporary faculty members, including the teaching schedules or service load levels will be determined by the appropriate Dean (or Vice President where there is no Dean) following consultation with the Division Chair (or Director where there is no Chair).
 - 5.13.3.1 Temporary faculty may be assigned to teach credit classes or to provide other service to the college and must meet the relevant state minimum academic and District qualifications or the equivalent.
 - 5.13.3.1.1 Assignments of temporary faculty are contingent on the availability of classes, funding, and enrollment.
 - 5.13.3.1.2 Temporary faculty employed in at least one of the four preceding semesters are eligible for assignment. Temporary faculty who have two sequential ratings of Needs to Improve or one rating of Unsatisfactory are not eligible for assignment.
 - 5.13.3.2 Each temporary faculty member is limited to a teaching or service load level equal to the employee's highest load during the preceding four consecutive semesters, to a maximum of 67% of the contact hours per week considered a full time assignment for regular faculty having comparable duties. Emergency circumstances may necessitate exceptions, subject to the approval of the appropriate Vice President. When exceptions occur, teaching or service assignments shall be offered following consideration of the criteria in section 5.12.6.
 - 5.13.3.3 Temporary faculty who are eligible for and interested in assignment to a temporary load will complete a "Course, Load and Scheduling Request" form as required by the District. In addition, consideration will be given to a temporary faculty member's preference of campus designation.
 - 5.13.3.4 Eligibility for assignment does not guarantee that a temporary faculty member will be assigned to a particular teaching or service load or pattern of scheduling. Assignments may vary from semester to semester. Once an initial assignment is made, there is no bumping or displacement by another faculty member, except to fill the load of a regular faculty member.

Pursuant to Education Code Section 87665, temporary employees may be terminated at the end of any day or week, whichever is appropriate.
 - 5.13.3.5 A temporary faculty member who does not maintain eligibility pursuant to section 5.13.3.1, inclusive, or who has declined an assignment in the prior academic year with fewer than fifteen (15) days' notice is eligible for assignment only pursuant to section 5.32.4.3.
- 5.13.4 The initial assignment of faculty members in each academic year shall occur in the following progression:
 - 5.13.4.1 Level One: All full-time regular faculty (and regular faculty who have less than a full-time assignment) shall be assigned as set forth in section 5.9.

5.13.4.2 Level Two: Assignments are made at Level Two contingent on the availability of classes, funding, and enrollment. Assignments at Level Two are made for the following eligible faculty:

- Full-time regular faculty who have applied for an overload assignment and who meet the criteria set forth in section 5.13. Regular faculty shall be eligible for an overload assignment at the level taught in the prior semester, to a maximum of 40%. A regular faculty member who declined an overload assignment in the prior academic year, or who is retired, is eligible for assignment only pursuant to section 5.13.4.3.
- Temporary faculty who have applied for an assignment and who meet the criteria set forth in section 5.13.3.1. The assignment shall be made on the basis of prior service to the District. In order to be eligible for assignment at Level Two, a temporary faculty member must have been assigned in four of the prior eight semesters. Temporary faculty shall be eligible for assignment at the highest level assigned in the preceding four consecutive semesters as long as eligibility pursuant to section 5.13.3.1 is maintained. Also included in eligibility for Level Two assignments are (1) those temporary faculty whose load has followed a recurring, irregular pattern from semester to semester due to program or curriculum needs, (2) temporary faculty who take the lead position in a discipline where there is no regular faculty, and (3) coaches in the semester that the sport is in season.

5.13.4.3 Level Three: Assignments are made at Level Three following the placement of regular and temporary faculty pursuant to sections 5.13.4.1 and 5.13.4.2, inclusive, contingent on the availability of classes, funding, and enrollment. Assignments that remain unfilled following completion of the Level Two process are considered as new openings. When there is a new opening, a placement pool will be created. The pool will be formed for the succeeding academic year in the area or areas where the opening or openings are anticipated. The pool will be composed of:

- Full-time regular faculty members who were not eligible for an overload assignment of 40%.
- Full-time regular faculty members who had no overload in the prior academic year.
- Full-time regular faculty who were temporary faculty in the prior academic year.
- Retired faculty who have indicated an interest.
- Eligible temporary faculty who have indicated an interest in increasing his or her assignment level, up to 67%.
- Other eligible and interested candidates who are not employed by the District, pursuant to Board Policy number 3064.

5.13.4.3.1 Assignment will be made pursuant to the criteria set forth in section 5.13.6.

5.13.4.3.2 In emergency circumstances, the District may hire an outside applicant for a period not to exceed one semester. The outside applicant must meet the established minimum qualifications for the position or positions. The Dean (or Vice President or where there is no Dean) shall consult with the Chair (or Director where there is no Chair) in such circumstances.

- 5.13.5 When the District is unable to make an overload assignment of regular faculty or an initial assignment of temporary faculty in a subject or service area at a level equivalent to the highest percentage of assignment during the prior four semesters (e.g., 40%) at Level Two or Level Three as appropriate, the District will apply the criteria set forth in section 5.13.6 in considering the assignment of eligible faculty and/or other candidates in the subject or service area.
- 5.13.6 The criteria to be applied where required by the provisions of section 5.13, inclusive, in order of consideration, are (a) educational preparation, specialization, and recency in discipline, (b) comparative quality of teaching or service performance as documented by evaluations, (c) recent and previous teaching experience in the subject area of the class or experience in the service area, (d) diversity, and (e) the cumulative number of semesters employed as faculty in the District. Criteria (d) and (e) are reversed in order of consideration in the assignment of temporary faculty pursuant to section 5.13.4.3.
- 5.13.6.1 It is understood and agreed by the District and the Federation that the District has the discretion to place differing values on the application of the elements within each of the criteria of section 5.13.6.
- 5.13.7 An instructional or service assignment may include a split assignment between designated campus or center sites.
- 5.13.7.1 The District will not require that a regular faculty member's assignment be modified to a split campus/center assignment unless the assignment is necessary to maintain a full-time load and the faculty member has refused to reduce from a full-time load in order to remain at one campus.
- 5.13.7.2 Instructional faculty who have a split campus/center assignment shall have at least a two-hour interval between assigned duties, except by mutual agreement between the affected faculty member and the Dean. The two-hour interval shall not be included in the calculation of assigned work hours pursuant to sections 5.1 through 5.6, inclusive.
- 5.13.7.3 For service faculty who have a split assignment, travel time shall be a part of the assigned workday.
- 5.13.8 An instructional or service assignment may include a dual assignment between designated campus or center sites. The District will not require that a regular faculty member's assignment be modified to a dual campus/center assignment unless the assignment is necessary to maintain a full-time load and the faculty member has not agreed to reduce from a full-time load in order to remain at one campus. If more than one faculty member would satisfy the criteria related to the position, the least senior faculty member would be reassigned. Upon request, a regular faculty member who has been reassigned pursuant to this section shall be restored when there are sufficient available hours to constitute a full-time assignment at the campus/center from which the reassignment was made. Please refer to Article 4 for mileage compensation.

Overload Assignments