

Meet & Confer Team
Draft Retrain & Retrain Policy
General Outline for Comments

1. Faculty Service Areas

- a. A “Faculty Service Area” (FSA) is a service or instructional subject area established by the Instructional Council (IC) of the discipline in accordance with minimum qualifications. FSAs are established to determine the order by which faculty may be laid off when a college is facing a reduction of one or more occupied full-time faculty positions.
- b. An FSA may be as broad as an entire discipline or program, or as narrow as a subset of that discipline or program, depending on the specialization needed to teach the subject matter.
- c. The structure of an FSA will determine the order in which faculty are reduced because any reduction in force has to be specified at the FSA level at a college.
- d. By a pre-determined date each academic year, each department/division at each college will assign faculty to one or more FSAs.

2. Reduction in an FSA

Criteria for Reduction:

- a. Alignment of the FSA with the mission, vision, and values of the college/district
- b. Level of student demand for courses in the FSA
- c. A cost/benefit analysis from reducing the FSA
- d. Changes in external accreditation or credentialing requirements
- e. Impact of reduction of the FSA on Residential Faculty, other long-term employees, and the college

3. FSA Reduction Process.

- a. Prior to recommendation to reduce an FSA, the college president or designee will meet with Faculty Senate leadership (and faculty within the FSA) and provide a written analysis to include:
 - i. Detailed program, department, and division budgets;
 - ii. The criteria taken into consideration as provided in Section 2 (a) above;
 - iii. Seniority list for the FSA and number of Residential Faculty positions identified for potential reduction.
 - iv. Other relevant information as requested.
- b. The purpose of the meeting(s) shall be:
 - i. Understanding the issue(s) precipitating the consideration of reducing one or more FSAs;
 - ii. Determining the parties’ interests in the issue(s);
 - iii. Generating options for solutions;
 - iv. Applying agreed-upon criteria to the possible solutions;
 - v. Reaching consensus on one or more solutions to the issue; and
 - vi. Providing a plan to avoid or implement a reduction.

4. Alternatives to Reduction
 - a. Formal solicitation of voluntary retirements;
 - b. Voluntary transfers; or
 - c. Multiple college assignments/transfers.

5. Determination of Affected Positions and Employees
 - a. The Chancellor will determine the number of positions in each FSA to be reduced at the college and submit the final reduction plan to the Governing Board
 - b. The Vice Chancellor for Human Resources will determine the specific Residential Faculty members subject to layoff based on the criteria provided in Section 6 below.

6. Layoff Order
 - a. Adjuncts in the FSA
 - b. OSOs in the FSA
 - c. OYOs in the FSA
 - d. Probationary Residential Faculty members in the FSA , in inverse order of tenure track date
 - e. Appointive Residential Faculty members in the FSA, in inverse order of tenure track date

7. Retraining Plan

Upon determination that a faculty member's position is considered eligible for a reduction in force, a committee shall be formed composed of the faculty member, the Faculty Senate President, the department chair, FSA representative, and the VPAA (or designee) for the purpose of evaluating the academic and/or experiential credentials of the faculty member. The goal of this committee will be to identify gaps in the credentials of the faculty member that if filled, could lead to qualification in another Faculty Service Area (FSA). This committee will develop a retraining plan with reasonable timelines and viable options for the faculty member that include, but are not limited to:

 - a. Attending workshops or conferences.
 - b. Enrolling in classes.
 - c. Individualized training.
 - d. Financing options including the use of Professional Growth funds, sabbaticals, reassigned time, or other college resources.
 - e. Training for potential transfer to administrative positions.

8. Transfer Plan

The District is committed to try to retain faculty whether through retraining and/or transfer. The following elements will help achieve that intent:

- a. The VCHR shall keep a current list of the priorities established by each college staffing committee to determine which FSAs are currently understaffed district-wide.
- b. The plan should give preference to a faculty member remaining at the college they are currently employed; however, the faculty member may have to accept the alternative to transfer to another college.
- c. If a transfer is the only alternative, the following steps shall be followed:
 - i. The VCHR will identify the positions that are intended to be filled district-wide but have yet to be posted for hiring.
 - ii. The faculty member will be granted an interview with the college president and other appropriate personnel designated by the president.
 - iii. The college president will retain the right to veto any transfer if written justification is provided to the VCHR.
 - iv. If more than one faculty member who has been subject to a reduction in force is eligible for a transfer, priority shall be given to the faculty member with the most seniority in the District as an Appointive Faculty Member.

9. Recall

Laid off Appointive Residential Faculty members shall be placed on a recall list for two years following the effective date of layoff with recall rights in reverse order of layoff if the position is reestablished. The Faculty member will also be considered as an internal applicant for positions for which they are qualified.