

2. RESIDENTIAL FACULTY RIGHTS AND OBLIGATIONS

2.12. Faculty Load Reassignments

2.12.1.

Each fiscal year Faculty members shall be granted annual load hour reassignments to prepare for and participate in college and district educational policy making (per Section 2.7.) and other activities beneficial to achieving the district's vision, mission, and values.

Representative activities include:

- board meeting attendance (per Section 2.8.);
- budget formulation (per Section 2.10.);
- recruitment and selection committees (per Section 2.11.);
- providing a supportive network for new and existing Faculty that promotes greater Faculty satisfaction and retention;
- providing an additional channel of communication among Faculty and between Faculty and the Governing Board, the Chancellor and the Chancellor's Executive Council;
- identifying interests and concerns of the Faculty that may otherwise go unrecognized, providing recommendations or strategies to address these interests or concerns, and participating in the meet and confer process and other processes as needed; and
- collaborating with other employee groups, and other MCCCC groups and committees, to develop a climate that allows all students, Faculty, and employees to succeed.

These load hours will not be used to influence the outcomes of elections. Load hours will be granted as follows:

District Governance:	<u>Per Year</u>
Faculty Association President	30 hours
Faculty Association President Elect	15 hours
<u>Faculty Association Past President</u>	<u>15 hours</u>

College Governance:

Senate President

<u>Number of RFP Faculty at College</u>	<u>Per Year</u>
0-199 Faculty	12 hours
200-249 Faculty	15 hours
250 or more Faculty	18 hours

Patricia Finkenstadt 2/5/2016 7:52 AM

Comment [1]: Updated title to reflect that this section contains both rights and professional obligations of residential faculty

Patricia Finkenstadt 1/7/2016 9:09 AM

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Patricia Finkenstadt 2/5/2016 7:51 AM

Comment [2]: Specifying in policy what has been practice for many years.



3.6. Probationary Faculty Peer Assistance and Review

3.6.2. Areas for Evaluation

The IDP includes the following areas for evaluation: instruction; service to department/division, college, and district; and professional development. Evidence for each annual IDP shall only include activities from the one-year period of the IDP.

3.6.2.1. Instruction

To document instructional excellence, Probationary Faculty submit the following required elements:

- 3.6.2.1.1. Instructional evaluation from VPAA or designee
- 3.6.2.1.2. Instructional evaluation from Department/Division Chair
- 3.6.2.1.3. Instructional observation and feedback from peer(s)
- 3.6.2.1.4. Results from Student Evaluation Forms
- 3.6.2.1.5. Narrative demonstrating a personal reflection on teaching effectiveness in light of the instructional evaluations, observations, and feedback

Probationary Faculty not engaged in instructional activities will submit comparable documents to those listed above with a focus on the observation/evaluation of the Probationary Faculty's primary work activity.

During Probationary Years 1 and 2, evaluations and observations will be completed once per semester. During Probationary Years 3 – 5, evaluations and observations will be completed once per year. (see RFP 3.6.5.)

3.6.2.2. Service to Department/Division, College, and District

To document service to department/division, college, and district, Probationary Faculty submit evidence of service. Some examples are provided below.

- 3.6.2.2.1. Listing of committee/task force membership and description of contributions.
- 3.6.2.2.2. Description of participation in special projects/initiatives such as special events or curriculum development/revision.
- 3.6.2.2.3. Description of community service activities such as working with local business and industry, recruitment, service learning, outreach events, advisory board participation, outreach to K-12 partners, outreach to university partners, and volunteer activities.

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Patricia Finkenstadt 2/5/2016 7:48 AM
Comment [3]: Clarification of current policy language in RFP3.6.5. that specifies the number of evaluations and observations per year for Probationary Faculty.

Patricia Finkenstadt 2/5/2016 7:53 AM
Comment [4]: Clarification that the examples provided are not exhaustive.

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3.6.2.3. Professional Development

To document professional development, Probationary Faculty submit evidence of [Professional Development](#). Some examples are provided [below](#).

- 3.6.2.3.1. College-level courses completed
- 3.6.2.3.2. Workshops and conferences attended
- 3.6.2.3.3. Books or articles published
- 3.6.2.3.4. Presentations given

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Comment [5]: Clarification that the examples provided are not exhaustive.

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3.6.4. Peer Assistance and Review Committee (PARC)

The PARC consists of the appropriate instructional administrator and at least four (4) trained, Appointive Faculty appointed by the Faculty Senate President in collaboration with the appropriate college Vice President. The Peer Assistance Review Committee will evaluate all Probationary Faculty Individual Development Plans (IDPs) and make recommendations to the College President related to the renewal of the probationary appointment, and when appropriate, the granting of appointive status. For the first four IDPs of each Probationary Faculty member, the PARC will offer one of the following recommendations by consensus:

- recommend renewal
- recommend renewal with concerns
- recommend nonrenewal

Upon review of the fifth IDP of a Probationary Faculty member, the PARC will recommend by consensus one of the following:

- [recommend renewal with concerns and extension of Probation by no more than one year \(see RFP 3.6.7.3.\)](#)
- recommend for appointive status
- recommend nonrenewal

Patricia Finkenstadt 2/5/2016 7:54 AM

Comment [6]: Clarification of current policy language in RFP3.6.7.3. that allows extension of probation for one year.

C.7. FACULTY PAY FOR EDUCATIONAL DEVELOPMENT, PROFESSIONAL GROWTH PROJECTS, OR COMMITTEES OUTSIDE OF ACCOUNTABILITY (NO STUDENT CONTACT)

C.7.1. Instructional and service faculty (not on prorated extended contracts) employed to perform work with no student contact (*e.g.*, complete professional growth projects, participate in educational development projects, participate on committees such as hiring committees) in addition to their base contracts (including time periods that may be before or after the required 195 days of accountability) shall be paid at the rate of twenty-seven dollars and fifty cents (\$27.50) per clock hour effective July 1, 2014. Such work is not to be included in the weekly limitation (see Section C.3. of Appendix C) and shall be submitted on a Request for Personnel Services and paid on a time ticket or through a special services contract. All such work shall be completed in addition to the required hours of accountability. Faculty members on prorated extended contracts will be paid as specified in C.3.4.

Patricia Finkenstadt 1/7/2016 9:31 AM

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Comment [7]: Clarification that this section applies to all activities outside of accountability periods.

Patricia Finkenstadt 1/7/2016 2:01 PM

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