Learning Outcome

• By the end of this presentation, you will be able to understand key elements of your adjunct faculty contract, including scheduling, salary and evaluation processes.
Human Resources FAQ

District and AFT Contract Summary of Important Articles:
Entire contract can be viewed at https://intranet.canyons.edu/offices/aft

- Article 6: Assignments and Scheduling (for Adjunct Credit Faculty)
- Article 8: Evaluations (For Adjunct Credit Faculty)
- Article 10: Compensation (For Adjunct Credit Faculty)
- Article 21: Office Hours (For Adjunct Credit Faculty)
- Article 19: Professional Growth (for Adjunct Credit and Noncredit Faculty)
- Article 22: Noncredit Faculty
  Assignment and Scheduling
  Evaluations
  Compensation

- Additional Information for Adjunct Credit and Noncredit Faculty
- Human Resources Contacts
Assignment & Scheduling

Refer to AFT Contract- Article 6 (for Adjunct Credit Faculty)

• Staffing of classes
  • Once Full-Time faculty members, management, and/or classified employees have received assignments for upcoming semesters and sessions, the Department Chair shall send a complete list of the known, available course sections or other work assignment via e-mail (refer to section 6.D. for timeline)

• Factors to be considered (Criteria listed in section 6.A.)
  • Minimum qualifications and/or appropriate certification
  • Demonstrated competency, expertise and/or training in the discipline, sub-field of the discipline, or particular course.
  • Previous service/experience with the College
  • Previous formal evaluation(s) (overall rating)
  • Investigated Complaints
  • Availability for the assignment
  • Request by a unit member to continue in the same assignment as the previous semester
  • Significant failure to follow college policies and procedures
Assignment & Scheduling (Cont…)

Refer to AFT Contract- Article 6 (for Adjunct Credit Faculty)

• Adjunct Eligibility list
  • Eligible adjuncts will be offered assignments before remaining adjuncts
  • List determined every Spring by Human Resources
  • List used for scheduling upcoming Fall & following Spring semesters
  • Winter/summer class assignments will be based on Section 6A and 6B
  • Criteria for determining eligibility list
    • Taught 4 regular semesters within past 3 years
    • Overall score of 1 or 2 in section H in most recent evaluation
    • Continue meeting criteria in 6A

• Adjunct’s responsibility
  • Be informed of timelines per the contract
  • Keep Department Chair updated with current email contact
  • Check emails and respond by deadlines

• Bumped or cancelled class
  • Occurs within 1 week of initial class meeting (paid 3 hours)
  • After initial class meeting  (paid for actual time worked)
Faculty Evaluations

Refer to AFT Contract- Article 8 (for Adjunct credit faculty)

• Frequency of Evaluations
  • New adjuncts - during first semester
  • Thereafter, at least once during every 4 semesters of employment
  • Adjuncts who have taught at least 20 semesters (with no complaints and good student evaluations) shall be evaluated once every 6 semesters

• Evaluator designated by Department Chair

• Evaluation report consists of:
  • Student evaluation
  • Classroom/Non-Instructional evaluation report
  • Adjunct’s self-reflection
  • Secondary Report (completed at the option of Dean or adjunct)

• Evaluation conference
  • Evaluator and adjunct to discuss contents of report (may request dean to be present)
  • Adjunct may submit a written response to evaluation report within 14 days
Compensation

Refer to:

• AFT Article 10- Total Compensation for Adjunct Credit faculty
• Current salary schedules for Adjunct Credit faculty can viewed at:

http://www.canyons.edu/Offices/HumanResources/Pages/salary.aspx
Office Hours

Refer to AFT Contract- Article 21 (for Adjunct credit faculty)

<table>
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<tr>
<th>On Campus Units per week</th>
<th>No. of On Campus Office Hours</th>
<th>No. of Online Office Hours</th>
<th>Total Office Hours Per Week</th>
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<td>14 – 16</td>
<td>3</td>
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• Additional Requirements
  • Submit office hours online by deadline and list office hours on syllabus
  • Majority of time must be on campus if on-ground class
  • Online classes may have online office hours
  • Notify Dean of changes

Article does not apply to non-instructional faculty (i.e. Counselors/Librarians)
Professional Growth

Refer to AFT Article 19- Professional Growth (For Adjunct Credit and Noncredit Faculty)

http://www.canyons.edu/offices/PD/

- COC values employee development. Current adjunct credit and noncredit faculty may attend as many FLEX workshops.
- Paid up to 5 hours of college sponsored FLEX activities per semester (fall/spring) at their regular hourly rate.
- Paid up to an additional 4 hours of college sponsored FLEX activities per semester (fall/spring) at their non-instructional rate.
Noncredit Faculty

Refer to AFT Article 22 - Noncredit Faculty

- Noncredit faculty are now recognized as part of unit
- Defined as unit members who are employed to teach noncredit classes or employed in a noncredit assignment
- Article defines similarities and differences between adjunct credit and noncredit faculty
Noncredit Faculty (Cont…)

Refer to AFT Article 22 Section F- Assignment & Scheduling

• Staffing of classes
  • Once Full-Time faculty members, management, and/or classified employees have received assignments for upcoming semesters and sessions, the Dean of Continuing Education shall assign courses based on factors to be considered.

• Factors to be considered (Criteria listed in section F.1.)
  • Minimum qualifications and/or appropriate certification (Title V Section 53412)
  • Demonstrated competency, expertise and/or training in the discipline, sub-field of the discipline, or particular assignment
  • Previous service/experience with the College and/or off-campus site
  • Previous overall rating of 1 or 2 in a formal evaluation as per Appendix E or F
  • Investigated Complaints
  • Availability for the assignment
  • Request by the noncredit unit member to continue with the same cohort at the same site as the previous semester
  • Significant failure to follow College policies and procedures
Noncredit Faculty (Cont…)

Refer to AFT Article 22 Section H- Evaluations

• Frequency of Evaluations
  • New noncredit faculty - during first semester
  • Thereafter, at least once during every 4 semesters of employment
  • Noncredit faculty who have taught at least 20 semesters (with no complaints and good student evaluations) shall be evaluated once every 6 semesters

• Noncredit faculty will be evaluated by a full-time faculty member in the related credit department or appropriate educational administrator (or his/her designee).

• Evaluation report consists of a classroom or Non-instructional evaluation

• Evaluation conference
  • Evaluator and noncredit faculty to discuss contents of report
  • Noncredit faculty may submit a written response to evaluation report within 14 days
Noncredit Faculty (Cont...)

Refer to:

• AFT Article 22 Section J- Compensation
• Current salary schedules for Noncredit Credit faculty can viewed at:

http://www.canyons.edu/Offices/HumanResources/Pages/salary.aspx
Additional Information

As an adjunct or noncredit faculty:

• What is the maximum load that I can teach in a given semester?
  • 67% of a full-time load during fall or spring semester (exceptions would need CIO approval)

• What is the process to view my personnel file?
  • Contact the Human Resources Office to schedule an appointment.

• What is the process to request an employment verification letter?
  • Submit a written request to the Human Resources Office, signed and dated, and include the specific information that needs to be confirmed or verified in the letter, to whom it should be addressed, and when the document needs to be submitted.

• What if I need to miss time from work and take a leave of absence?
  • Contact our HR Benefits Coordinator, Michelle Thun, at 661-362-3128 to discuss available options and any applicable benefits. You should also inform your department chair and/or dean to coordinate class coverage.
As an adjunct or noncredit faculty:

• Am I eligible for any type of benefits?
  • At this time, health plans through the district are only available for regular full-time employees. However, a Section 125 plan for the purposes for medical reimbursement and dependent care account are available to part-time instructors. Life, disability, and other types of voluntary insurances are available to part-time instructors. Please contact our HR Benefits Coordinator at 661-362-3128 for information.
  • Additional Voluntary Retirement Savings Plans
    403B plan
    AF Maxx Section 457(b) Deferred Compensation Plan
    CalPERs Supplemental Income 457 plan

• I am interested in full-time faculty employment, what do I do?
  • Visit our website to view available opportunities to apply.
    • [http://www.canyons.edu/Offices/HumanResources/Pages/employment-opp.aspx](http://www.canyons.edu/Offices/HumanResources/Pages/employment-opp.aspx)
  • Refer to AFT Article 14 for additional information about faculty positions
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