Santa Clarita Community College District

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Part-time Faculty United
American Federation of Teachers Local 6262

Collective Bargaining Agreement

July 1, 2024– June 30, 2027

Available on the Intranet to District employees at:
https://intranet.canyons.edu/departments/aft/

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ARTICLE 1: AGREEMENT

A. This agreement is made and entered into by and between the Board of Trustees of the SANTA CLARITA COMMUNITY COLLEGE DISTRICT (hereinafter designated as the "District" or "Board") and the PART-TIME FACULTY UNITED (hereinafter referred to as the "AFT"), an employee union of Local 6262 of the American Federation of Teachers. The term of this Agreement shall be from July 1, 2024 to June 30, 2027, and shall supersede any prior collective bargaining agreement or terms and working conditions document.

B. In addition to compensation, there will be an option for two non-financial reopeners for the 2025-2026 and 2026-2027 contract years for both AFT and the District. Effective July 1, 2027, the entire contract will be reopened for negotiation. Issues requiring immediate attention and resolution may be solved through the MOU process.

C. This agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549.3 of the Government Code.

D. This Agreement is not intended to modify or replace the rights of each faculty member in the bargaining unit under the law. Both parties agree to comply with state and/or federal law.

ARTICLE 2: RECOGNITION

A. The Santa Clarita Community College District hereby confirms its recognition of the Part-Time Faculty United, American Federation of Teachers Local 6262, as the exclusive representative for all temporary academic (credit and non-credit) employees. This article excludes employees (probationary and permanent faculty, management, supervisory, and classified employees) performing faculty service beyond their full-time assignment, faculty teaching not for credit classes, and Child Development permit teachers.

B. The AFT and the District shall have the right to seek unit clarification by PERB proceedings on any new titles. Nothing agreed to herein will prevent adjustments to the unit to be made upon mutual agreement of the District and the Union.

ARTICLE 3: DISTRICT RIGHTS

A. Except to the extent limited by the terms and conditions of this Agreement, the District has all the rights, powers, functions, and authority established by law, as well as the right to require Employees to observe written rules and regulations not inconsistent with this Agreement.

B. The adoption, modification or repeal of any written rule, regulation or policy of the Board that is not governed by the terms of this Agreement shall remain subject to negotiation to the extent the rule, regulation, or policy relates to wages, hours or other terms and conditions of employment as defined by Government Code Section 3543.2. If the Board contemplates any such change, the parties agree to reopen negotiations for the limited purpose of attempting to reach an agreement regarding the proposed adoption, modification, or repeal.

C. The Board of Trustees may legally delegate or assign any Board rights or responsibilities to management or other official persons, divisions, departments and committees, as it shall determine appropriate.

ARTICLE 4: AFT RIGHTS

A. A reasonable number of AFT representatives shall have the right of access to areas in which employees work so long as the representatives do not interfere with the work performance of any employee.

B. A bulletin board in the mailroom may be used exclusively by AFT. AFT may use one-half of the bulletin boards described below.
   1. Reprographics Center or alternative location.
   2. Bulletin Board in the Part-Time Faculty Offices.
   3. All items to be posted shall bear the date of posting and the designation of AFT and shall be removed by AFT within a reasonable amount of time.

C. One mailbox shall be designated for the exclusive use of AFT.

D. Communications placed in institutional mailboxes shall bear the designation of AFT.

E. AFT will pay for its own supplies.

F. The District will provide one four-drawer filing cabinet (with lock) in the Part-time Faculty Office. District will provide a phone line with voice-mail box for AFT. The AFT shall be permitted free office space on the Main Campus.

G. AFT shall be permitted the use of facilities and equipment subject to the regulations governing other users as specified in the District policy on use of facilities.

H. Information
   1. The District agrees to provide to the AFT, upon written request, documents reasonably related to negotiations which are public record.
   2. Prior to each meeting of the Board of Trustees, the AFT will be provided with a copy of the agenda and non-confidential back-up material for the current meeting and a copy of the minutes of the previous meeting. Confidential and internal communications will be excluded.
   3. The District will provide to the AFT, upon written request, a copy of the tentative budget, adopted budget, and other public financial information.
   4. The District will provide to the AFT, upon written request, information relevant and necessary to representation.
   5. When materials are requested that are not readily available in the form requested, AFT shall pay for the staff time and supplies necessary to produce materials; providing such material is subject to the time limitations of staff and work priorities. An estimate of cost, when applicable, shall be provided to AFT.

I. Unit members shall be granted leave, upon request and without loss of compensation, for purposes of enabling the part-time faculty member to serve as an elected representative of AFT 6262, the California Federation of Teachers, or the American Federation of Teachers. AFT will provide or reimburse costs of substitute(s) for its representatives on such leave.

J. For the life of the contract, the District will provide $96,000 per year, to be paid monthly, to AFT for current part-time faculty members for meeting and negotiating, processing grievances and AFT business. AFT will provide the names and amounts to be compensated to Payroll. Such Unit Members shall be compensated at the appropriate hourly rate on the Part-Time Faculty Schedule. Such compensation shall be considered as payment for professional ancillary activity and as such, in accordance with Education Code Section 87482.5(c), shall not be used for

purposes of calculating eligibility for contract or regular status under the sixty-seven percent law.

K. By the end of the first week of each semester the District shall provide the AFT with the most current information outlined above for those Unit members that were not employed by the District in the previous semester. By the fourth Monday of each semester or as soon as possible thereafter, the District shall furnish the Union once each semester, without charge, a list (in electronic form) of Unit Members then currently employed. This list shall contain the names, assignments, home addresses and e-mail addresses of currently employed Unit Members. In addition, home telephone numbers shall be provided for all Unit members except for those Unit Members who have indicated on the District form that their home phone numbers not be disclosed.

L. Designated representatives of the District and AFT shall meet on mutually agreed-upon dates, place(s) and time(s) for the purpose of reviewing the administration of the Contract of Agreement in force and attempting to resolve any problems that may arise. Both parties may submit an agenda for discussion.

M. Upon the request by the AFT President, AFT shall have the right to appoint a representative(s) to District budget, calendar, academic staffing, and college policy council committees which deal with issues affecting AFT Unit Members. Committees made up exclusively of School Board members and the Superintendent-President are exempt from this provision.

N. A copy of this contract shall be provided, without cost to each member of AFT unit.

O. The District shall provide the AFT with a current Faculty Handbook.

ARTICLE 5: ORGANIZATIONAL SECURITY

A. AFT shall provide the District with a list certified by an authorized AFT representative identifying all dues paying members from whose salary or wages the dues deduction is to be made and notify the District within 10 days of any change to the certified list.

B. The District shall deduct dues from the wages of all AFT dues-paying unit members identified on the most recent certified list of dues paying unit members received from AFT. The District shall, without charge, transmit to AFT the sums deducted under this Article.

C. AFT shall completely indemnify and hold the District and its officers, employees and agents harmless from any and all claims, proceedings, demands or suits, liability, or other action taken or not taken by or on behalf of the District arising from provisions contained in this Article, and to reimburse the District for its cost in defending against such claims, proceedings or liability, except AFT shall have no requirement to indemnify or hold the District harmless if the subject of the claim was solely the responsibility of the District.

D. AFT may specify a change in the amount of the dues to be collected. Any change to the amount of dues to be collected must be submitted to the District in writing by an authorized AFT officer.

ARTICLE 6: ASSIGNMENT AND SCHEDULING

6.1 Purpose: The purpose of this Article is to create stable pools of highly experienced part-time faculty members through assignment methods that are objective and consistent under Education Code. The provisions in this article become effective for scheduling of the Fall 2023.

6.2 When there is need for additional faculty service beyond that provided by regular, contract, and/or temporary District full-time faculty, the District will make assignments in accordance with this Article for part-time faculty members, including some applicable sections for non-credit part-time faculty (see article 21 for more details). The minimum qualifications, as defined by the California Community College Chancellor's Office and the district, must be met before any assignment can be granted. Unit members who have been or are currently being investigated for a legitimate violation of the District's written policies and procedures, that has been reviewed by Human Resources, may not receive an assignment.

6.3 Definitions

6.3.1 Assignment: Any course, lab, activity, or non-classroom assignment that generates load. If a lecture and lab are taught in tandem as one section, the department chair may determine whether to assign the section as one assignment or as separate assignments.

6.3.2 Date of Hire (DoH): The DoH is the date an individual is hired by the District as a part-time faculty member in the academic discipline (instructional or non-instructional) for which an assignment is offered. If an instructor works in multiple disciplines, the DoH in each discipline willbe assigned respective to the particular discipline.

6.3.3 Retirees: Retired COCFA unit members who have now become AFT unit members. The DoH for AFT unit members already in this category as of July 2018 will be their original COCFA hire date. The DoH for COCFA unit members who retire after July 2018 will be the date they are rehired as a part-time faculty member.

6.3.4 Current part-time faculty members: Members with assignments within the past twelve (12) consecutive semesters or sessions. If a unit member is no longer interested in receiving assignments in their discipline, the unit member must inform the department that they no longer wish to receive assignments.

6.3.5 Session: Winter and Summer only.

6.3.6 Semester: Fall and Spring only.

6.4 Assignment for part-time faculty: The district retains the right to make assignments for all part-time faculty members who meet the requirements for each applicable pool in order of ranking according to section 6.4.2.

A. Instruction will email AFT unit members a link to the list of available sections or other work assignments for the pool in which they are an active member, using the canyons.edu domain to the current part-time faculty members, by the deadlines specified in 6.7

B. Part-time faculty members may request ranked assignments that corresponds to a class prefix as listed in the college catalogue, or indicate a preferred day and time range of availability for an assignment, by using the online system provided by the District, within eight (8) calendar days of the date the email was sent.

Part-time faculty members will receive course sections or other work assignments after regular and contract faculty assignments have been made. In the event a regular or contract faculty member's regular assignment is cancelled or reduced, the regular or

contract faculty member may be assigned to a course section or work assignment previously assigned to a part-time faculty member, no later than fourteen (14) calendar days after the start of instruction.

C. At the discretion of the district, overload assignments shall be given to regular and contract faculty before course sections or other work assignments are made available to part-time faculty members.

D. Classes or hours for non-instructional assignments assigned to part-time members will not be reassigned to full-time instructors as overload assignments after the first day of class.

E. If an assignment or hours for a non-instructional assignment previously given to a part-time faculty member was cancelled prior to the start of the term, and the district later adds one or more sections or hours in the unit member's discipline, the unit member shall be offered a replacement assignment or hours conditional to the criteria specified in section 6.2 before additional staffing assignments are made to other part-time faculty members. If the instructor declines the assignment or hours, the unstaffed assignment will be made in accordance with sections 6.4.2.

F. Whenever possible, the names of part-time faculty should be listed in the schedule of classes rather than just described as "staff."

6.4.1. Adjunct Faculty Assignments (Credit and Noncredit):

District assignments for Fall and Spring semesters will be adjusted in accordance with the following:

A. District assignments will start with the highest ranking based on the criteria outlined in section 6.4.2.

B. When there is an increase in the number of class sections or non-instructional hours within a discipline, priority will be given first to qualified regular or contract faculty, followed by part-time faculty members with the highest ranking.

C. The District reserves the right to reschedule an assignment to a different day, time or location. If the assigned part-time faculty member declines the rescheduled assignment, the District is not obligated to offer another assignment. When an assignment is rescheduled, and the assigned part-time faculty declines the rescheduled assignment, the District will provide first right of refusal to the part-time faculty member with the highest ranking, unless the rescheduled assignment is requested by a qualified regular or contract faculty member.

D. Part-time faculty should be paid for the first week of an assignment or hours for a non-instructional assignment when class or shift is cancelled less than two weeks before the beginning of a semester (fall and spring only). If a class meets more than once per week, part-time faculty should be paid for all classes that were scheduled for that week (see CA Ed. Code Sec. 87482.8). The appropriate instructional dean will make a good faith effort to notify the unit member of the entitled compensation. The unit member must submit a timesheet to the appropriate dean within two weeks of the time worked. If a class or hours for a non-instructional assignment is cancelled after the initial meeting, the employee will be paid for the time worked. Compensation will be given based on the information provided in a timesheet as turned in by the part-time faculty member, which has been reviewed and approved by the instructional dean. No part-time faculty member will be assigned a class or hours that has already been given to another part-time faculty member, except under extraordinary circumstances (i.e. inability to teach).

E. The District reserves the right to initially leave some sections unstaffed due to uncertainty, as specified in section 6.6.

F. If the District assigns adjunct faculty to the previously unstaffed sections, or hours for a non-instructional assignment, it must do so according to pool rankings as specified in section 6.4.2. If sections or hours are added late and/or after the teaching assignments have been made, assignment offers must adhere to the same pool rankings, except in situation outlined in 6.4.F.

6.4.2. Order of Assignment

A. The priority to receive assignments in any given discipline (instructional and non-instructional) will be based on pool rankings within three (3) pools, beginning in Pool 1, from the highest to the lowest rank.

B. Ranking within each pool will be based on DoH. If two unit members have the same DoH, preference will be determined by the total number of semesters and sessions taught, or sessions worked for non-instructional staff. If a tie remains, the assignment will be made by lottery.

C. Assignments will be given first to part-time unit members in Pool 1, then to part-time unit members in Pool 2, and lastly to part-time unit members in Pool 3.

D. Eligibility to be offered courses or hours in multiple modalities (on-ground, online, an OnlineLIVE) is dependent on meeting the minimum qualifications to teach the course, having the required certification, and not having received an average evaluation score below 3.0 in an evaluation for the modality being assigned. In order to teach Online and Hybrid courses the instructor must be online certified. In order to teach HyFlex and OnlineLIVE courses the instructor must be OnlineLIVE certified.

E. Structure of Pools

1. Pool 1: These part-time faculty members must have taught or been given non-classroom assignments for at least eight (8) regular semesters or sessions (not required to be consecutive)
   - Received an average of 2.4 or better in a recent evaluation in at least one (1) modality.
2. Pool 2: These part-time faculty members must have taught or been given a non-classroom assignment for at least one (1) session.
   - Received an average of 2.4 or better in a recent evaluation in at least one (1) modality.
3. Pool 3: These part-time faculty members meet <u>at least one (1)</u> criteria below:
   - Newly hired.
   - Received less than an average of 2.4 in the most recent evaluation in one or more modalities.
   - Returning part-time faculty members after a voluntary break in service of more than six (6) consecutive semesters.

F. Retired COC members who return to teach part-time and have an average evaluation score of 3.5 or better on their last evaluation as a full-time faculty member will be placed in Pool 1. The DoH for a retired COCFA unit member, who retires after July 2018 will be assigned per Section 6.3.2. For retired COCFA unit members who retired prior to July 2018, see section 6.3.4.

G. Management and Classified employees concurrently teaching part-time will be assigned a DoH per Section 6.3.2. and will be placed in the appropriate pool

corresponding to their most recent evaluation, unless they are not paid for teaching the course.

H. A Department Chair may assign the course independent of the part-time faculty member's pool ranking if one or more of the following applies:

a. fewer than three (3) sections of a course per semester have been offered over the last four (4) consecutive semesters in which the course was offered;

b. the instructor possesses a unique specialization or area of expertise relevant to the course, as specified in the Faculty Minimum Qualification Requirements "Preferred" section of the course outline of record;

c. the instructor possesses current appropriate training or certification in the discipline (as evidenced by education, work history, or certification required to teach the course as per the course outline of record);

d. the course is delivered to incarcerated students;

e. the course is part of a non-credit course continuation;

f. the course is part of a dual enrollment program (classes taught exclusively to high school students on a high school campus); or

g. the course is part of an ISA (i.e. public safety agency).

In the event more than one part-time faculty member satisfies the conditions expressed in (b) or (c), above, then the course shall be assigned to the faculty member with the higher pool ranking as per Section 6.4.2(B).

The Department Chair shall justify, in writing, why a person of lesser rank was assigned to a course (e.g. work history, education, or certification or other teaching requirement as documented in the course outline of record) and provide said justification to their Dean. Upon submission of the course assignments, the Dean shall verify any justifications provided and may make appropriate adjustments if the course assignments are found to be in violation of this Section.

I. In order to receive an online, hybrid, OnlineLIVE or HyFlex course assignment, the instructor must be certified per district policy. Eligibility to be assigned any course requiring separate certification will be noted on the ranked lists within each pool.

J. For co-listed (e.g., KPEA 150A, KPEA 150B, KPEA 150C) and cross-listed (e.g., ARCHT 110 and ID 110) classes, where multiple sections exist at the same time and place with the same instructor, this will constitute one section.

K. The ranked list of all adjuncts in all disciplines, using pools, will be made available by Human Resources to the President of AFT and the Office Instruction by the 1st Monday in August, once per year. All semesters and sessions through the first Monday in August will be included in the ranked list. List received in August will be utilized by departments for assignment in the following Spring and Fall semesters.

6.4.3 Assignments for all Pools: Part-time faculty members may not exceed a 67% load, unless requested to do so by the District. Part-time faculty members will be given preference in their choice of assignment(s) in accordance with 6.4.2.A.

6.4.3.1 Part-time faculty members in Pool 1 will be offered between a 60-67% load, subject to availability of sections. Per Education Code 87482, the District may employ adjunct nursing faculty beyond 67% for up to four (4) semesters within any period of three (3) consecutive academic years.

6.4.3.2 Part-time faculty members in Pool 2 will be offered one (1) course or hours (i.e.20-25% load), subject to availability of sections

6.4.3.3 Part-time faculty members in Pool 3 will be offered one (1) course or hours (i.e. 20-25% load), subject to availability of sections.

6.4.3.4 If there are sections still available after all Pool 3 adjuncts have received one (1) section, the department chair will return to the top of Pool 2 and continue assigning sections until none remain.

6.4.3.5 If there are sections still available after the second round of assignment to Pool 2, the department chair will return to the top of Pool 3 and continue assigning sections until none remain.

6.4.3.6 Winter and Summer Sessions – The ranked lists of Pool 1, Pool 2, and Pool 3 will not be used when staffing during the Winter intersession or Summer sessions, and assignments will be made according to 6.2. The District will direct department chairs to send the list of available class sections or non-instructional hours for Winter and summer to all available adjuncts at the same time.

6.4.4. Failure to provide an evaluation

A failure of the District to fulfill the evaluation frequency requirement set forth in Article 8 is considered grievable.

6.5 Assignments and Offer Lists: Each semester or session, assignment lists will be electronically generated by the District and a link to the lists will be emailed to unit members. Once the assignments have been made, the list containing all the offered sections/hours shall include the information below:

6.5.1 Name of part-time faculty member

6.5.2 Part-time faculty member ranking (i.e. pool number and pool ranking)

6.5.3 Scheduled assignment(s)

6.5.4 Where applicable, exceptions to pool rankings as per section 6.4.2.H.

It is the responsibility of the part-time faculty member to confirm their assignment(s) and notify the department chair and the dean of any inaccuracies regarding ranking or any other information within seven (7) calendar days of receiving the assignment list.

6.6 Adjunct Librarians

6.6.1 Librarian assignments, whether recurring (defined as more than 1 time per semester, such as a Monday 8 am to 10 am shift) or expected one-time (defined as known by a full-time faculty member as well as solicited by and communicated to the Head Librarian and Instructional Dean prior to issuing the List of Available Sections to all current part-time faculty members) library shifts, will be offered at the same time to all adjunct librarians and scheduled based on priority order, per Article 6.4.2, when scheduling for the fall and spring semesters.

6.6.2 If full-time faculty reclaim an expected one-time library shift previously assigned to an adjunct librarian, it will not be subject to grievance, nor would the District be obligated to pay the adjunct librarian for the unworked shift, provided notice is given at least three (3) business days or 72 business hours prior to the shift, via a time-stamped email notification using the adjunct's canyons.edu email.

6.6.3 Unexpected one-time library shifts that become available within less than three (3) business days or 72 business hours before the shift occurs, will be offered to full-time faculty first, and if they do not take them, then they will be offered to all adjunct librarians at the same time, via email through the adjunct's canyons.edu email, and

assigned on a first-come, first-served basis. If notice is given more than three (3) business days or 72 business hours in advance, then the shift will be assigned by priority order as per Section 6.4.1.F.

6.7 Timeline: The District will staff sections according to the timeline below. The District will notify AFT of reasons for exceptions to the timeline below. Exceptions to the timeline below may include the following:

- Uncertainty in funding that results in a reduction or expansion of department course offerings;
- Change in course availability due to the change in the number of department full-time faculty or full-time faculty reassigned/release time;
- Change in course offerings due to a change in curriculum, reorganization, or administrative priorities concerning enrollment;
- Change in off-campus site priorities (e.g. Nursing clinical sites) external to the college; and
- Technical difficulties with software or data systems.

We hereby confirm that we have negotiated, in good-faith, the following agreement as related to Spring 2023 adjunct faculty staffing and subsequent Fall/Spring semesters, based on the current accelerated student registration timeline that has been in place throughout the current academic year.

a. Existing language in the current AFT contract (July 1, 2017 – June 30, 2020) regarding providing updated DOH and DOC lists by HR to the President of AFT and the Office of Instruction by the 1st Monday in April, once per year, will be modified for Spring 2023 adjunct faculty staffing and beyond.

b. The District and AFT agree that the ranked list of all adjuncts in all disciplines, using pools, will be made available by Human Resources to the President of AFT and the Office of Instruction by the 1st Monday in August 2022, once per year, and will be used beginning with the Spring 2023 adjunct faculty staffing.

c. The District will staff sections, beginning with the Spring 2023 schedule, according to the timeline below:

	Department Chairs to send List of Available Sections to all current part-time faculty members	Department Chairs to send Offers of Assigned Sections to all current part-time faculty members during the
Summer	No earlier than the Spring Semester Flex Week and no later than the first week of the Spring Semester.	Third Week in February
Fall	No earlier than the Spring Semester Flex Week and no later than the third week in February.	Third Week in March
Winter	No earlier than the Fall Semester Flex Week and no later than the first week of the Fall Semester.	First Week in September.
Spring	No earlier than the Fall Semester Flex Week and no later than the last week in August.	Third Week in September.

6.8 Noninstructional adjunct counseling assignments

6.8.1 Noninstructional adjunct counseling loads will be based off a 35-hour work-week, which represents 100% load.

6.8.1.1 The following load calculation chart will be used to determine load values:

Load Calculations for Noninstructional Counseling Faculty			
Weekly Hours	Fall & Spring Total Hours	Load %	Notes
1	16	3%	
2	32	6%	
3	48	9%	
4	64	11%	
5	80	14%	
6	96	17%	
7	112	20%	
8	128	23%	
9	144	26%	
10	160	29%	
11	176	31%	
12	192	34%	
13	208	37%	
14	224	40%	
15	240	43%	
16	256	46%	
17	272	49%	
18	288	51%	
19	304	54%	
20	320	57%	
21	336	60%	
22	352	63%	
23	368	66%	
24	384	69%	Allowable in Winter, Summer, and Intersession ONLY
25	400	71%	Allowable in Winter, Summer, and Intersession ONLY
26	416	74%	Allowable in Winter, Summer, and Intersession ONLY
27	432	77%	Allowable in Winter, Summer, and Intersession ONLY
28	448	80%	Allowable in Winter, Summer, and Intersession ONLY
29	464	83%	Allowable in Winter, Summer, and Intersession ONLY
30	480	86%	Allowable in Winter, Summer, and Intersession ONLY
31	496	89%	Allowable in Winter, Summer, and Intersession ONLY
32	512	91%	Allowable in Winter, Summer, and Intersession ONLY
33	528	94%	Allowable in Winter, Summer, and Intersession ONLY
34	544	97%	Allowable in Winter, Summer, and Intersession ONLY
35	560	100%	Allowable in Winter, Summer, and Intersession ONLY

6.8.1.2 During the Fall and Spring semesters, the maximum load for noninstructional counseling adjuncts will be 23 hours per week (66% load) or 368 hours per term.

6.8.1.3 During Winter, Summer, and any instructional breaks noninstructional counseling adjuncts are not limited to 23 hours per week (66% load).

6.8.2 Noninstructional adjunct counseling loads will be assigned by shifts.

6.8.2.1 Shifts are reoccurring weekly hours with standardized days of the week and times of the day.

- Shifts will consist of no less than 3 hours per scheduled day.
- Shifts may not exceed a total of 23 hours per week, spread across multiple days during the Fall and Spring semesters.

6.8.2.2 Specialized assignments, one-time shifts for special events or short-term assignments that are to last no more than 5 weeks in duration, excluding Summer and Winter terms, may be made at the discretion of the program coordinator or manager.

- Specialized assignments shall not result in an adjunct faculty member exceeding the establish rules for weekly or semester total hours.

6.8.3 In recognition of the unique student needs and specialized student populations being served, the District will maintain separate Date of Hire (DOH) lists for each department and specialized function.

Below is a list of all current DOH lists. As new departments or functions are added, additional DOH's may be added to this list. In no instance will an existing DOH be subdivided beyond what is outlined below.

- Academic Accommodation Center – Learning Disabilities Counseling
- Academic Accommodation Center Counseling
- Athletics Counseling
- CalWORKs Counseling
- Canyons Promise Counseling
- Career Counseling
- EOPS Counseling
- General Counseling
- Health Professions Counseling
- Inspire Scholars Counseling
- Intercultural Center Counseling
- International Student Program Counseling
- MESA Counseling
- Rising Scholars Counseling
- Transfer Counseling
- Umoja Counseling
- Veterans Counseling

6.8.4 Noninstructional Adjunct Counselors may request to establish eligibility to serve a specialized student population by submitting an additional interest form. Adjunct Counselors seeking to establish eligibility in an additional DOH shall participate in a review process, which may include an interview, consistent with a process substantially similar to the initial hiring process. If selected, the Adjunct Counselor's DOH for the specialized student population shall be the date of selection into that assignment.

6.8.5 In instances where two (2), or fewer, shifts are offered within a specific DOH, the District may assign noninstructional adjunct counselors without regard to pool ranking. In all other instances, noninstructional counseling assignments will be made in accordance with existing article 6.4.2, substituting "shifts" for "courses".

6.8.6 The schedule for staffing noninstructional Counseling assignments will be as follows:

6.8.6.1 Fall staffing will occur between April 1st and May 15th.

6.8.6.2 Winter staffing will occur between September 1st and September 30th.

6.8.6.3 Spring Staffing will occur between October 1st and November 15th.

6.8.6.4 Sumer Staffing will occur between March 1st and March 30th.

6.8.7 Noninstructional adjunct counselling staffing information provided will contain, at minimum, the following information on available shifts:

- Name of the department or function and DOH
- Days of the week
- Hours of the day
- Campus
- Term
- Total hours being offered/accepted
- Name of adjunct counselor assigned, once assignments are made
- Rank order of shifts assigned

6.8.8 The District will assure that the following assignment process is adhered to:

6.8.8.1 Announcement of shifts available for upcoming term to all eligible noninstructional adjunct counselors

6.8.8.2 Collection of preferred shifts from noninstructional adjunct counselors

6.8.8.2.1 Responses will be made in accordance with Article 6.4.B

6.8.8.2.2 Reporting of any inaccuracies will be made in accordance with Article 6.5.4

6.8.8.3 Distribution of assignments to all noninstructional adjunct counselors and AFT president

ARTICLE 7: PERSONNEL FILES

A. A single personnel file, secured in a lockable cabinet in the Human Resources Office, will exist for each Unit Member. These files shall not include the records relating to grievances or arbitrations.

B. Derogatory materials will not be filed in the Unit Member's personnel file until the employee has been given notice of the filing and has had at least ten working days to submit a response to be attached to the material. Derogatory anonymous materials will not be added to the file.

C. At the request of the employee, derogatory material may be removed after two years with mutual agreement between the Unit Member and the Superintendent/President.

D. Authorization to inspect the Unit Member's personnel file is granted to the employee (by appointment) and the Superintendent/President or his/her designee. The Unit Member's designee may inspect the file with non-continuing written permission from the employee.

E. The District shall keep a log indicating the persons (other than persons whose duty it is to maintain the files) who have examined the personnel file. The log shall be maintained in the Unit Member's personnel file and shall include the person who examined the file, as well as the date such examinations were made.

F. Information from the personnel file shall not be released without Unit Member consent unless compelled by law, judicial order or subpoena, or legitimate need to know.

G. The original of all performance evaluations will be placed in the Unit Member's personnel file.

H. Unit Members will have the right, by appointment, to inspect and request and receive copies of materials in their personnel file during normal business hours, but not during the time the employee is actually required to render services to the District. Pre-employment materials will be removed from the file prior to the inspection appointment in accordance with Education Code. The employee will be charged with the cost of copying materials.

ARTICLE 8: EVALUATIONS

A. To assure the highest quality educational programs and services, Unit Members shall be observed and evaluated. The evaluator should arrive on time and be professional as well as respectful to the adjunct faculty member and students in the class.

B. Definitions
   1. An "evaluatee" is the person being evaluated.
   2. At the discretion of the department chair, the primary "evaluator" is a full-time faculty member, part-time faculty member, or department chair in the department or division of the evaluatee. At the discretion of the department chair, an appropriate educational administrator may be assigned to the evaluation.
      a. If the class to be visited is an online class, the evaluator will have online teaching experience. If the department chair is not able to assign an evaluator as described in B.2 who has online teaching experience, the evaluator will either be a full-time faculty member in a related discipline who has online teaching experience, or co-evaluators (one assigned per B.2 and the other a faculty member or educational administrator who has taught the course in online pedagogy required for online certification at College of the Canyons), assigned by the Dean of Distance Learning.
      b. If co-evaluators are assigned for an evaluation of an online class, the evaluator assigned per B.2 will complete only that part of the evaluation pertaining to knowledge of the course content; the faculty member who has taught the course in online pedagogy required to become qualified to teach online at College of the Canyons will complete the part of the evaluation pertaining to course design, presentation, and execution.
   3. An "observation" is the observation of the Unit Member, in the performance of his or her duties, by the evaluator.
   4. The "instrument" is the agreed upon Instructional Evaluation (Appendix B) for teaching faculty. Non-instructional part-time faculty will be evaluated using the Non-Instructional Counseling Evaluation or Librarian Evaluation (Appendix E and F).

C. Scheduling and Frequency
   1. Unit members shall be evaluated during the first semester of employment and **once** every four semesters of employment. Unit members shall also be evaluated during their first semester of teaching in any new learning modality and **once** during the next four semesters of teaching in that modality. Unit members who primarily work winter or summer sessions only will be evaluated during the applicable session. Thereafter, unit members will be evaluated **once** every four semesters of teaching per modality. The evaluator must be certified and/or regularly teach in the modality for which they are performing the evaluation.
   2. In the absence of complaints investigated by the dean and/or Human Resources or significant failure to follow district policies and procedures, and in the presence of good student evaluations, unit members who have taught for at least sixteen (16) semesters shall be evaluated once every six semesters of employment.
   3. At the option of the Department Chair, a Unit Member may be evaluated when he or she is assigned to teach a new course within the discipline or other discipline the Unit Member has not previously taught at the District.

D. The complete evaluation documents shall include, but not be limited to, the following items:

1. Student Evaluation: An electronic student survey, jointly agreed to by the parties, shall be administered to all students of the faculty member to be evaluated. Student evaluations will be used to improve instruction, not as a sole determinant of employee status. Student evaluations for all modalities will be administered consistent with the process used for full-time faculty.
   a. Student evaluations will be administered electronically with the exception of incarcerated students, which will be conducted using paper during a single class session.
   b. Student evaluations will be administered at approximately the 50% of the semester mark.
   c. For classes 8-weeks in duration or longer, the surveys will run for 10 calendar days.
   d. For classes less than 8-weeks in duration, the surveys will run for 5 calendar days.
   e. The evaluatee and evaluator will receive the results of the student evaluations electronically within one week of the completion of student evaluations.
2. Classroom/Non-Instructional Evaluation Report:
   a. The evaluator shall make at least one classroom or other work place observation, to be no less than fifty minutes in length whenever possible (but may be longer if the class or lab session observed is longer). An evaluation report based on this observation and other appropriate criteria will be completed on the forms jointly agreed to by both parties.
   b. The evaluation report (Appendix B or Appendix E) should be completed by the evaluator and submitted to the part-time faculty member within twenty-eight (28) calendar days from the observation date. It will then be forwarded to the department chair, and division dean, who will sign off on the report, indicating that they acknowledge the findings. Any evaluation report submitted to the part-time faculty member later than the twenty-eight (28) calendar days is still valid.
3. Online Evaluation Report:
   a. If the class to be evaluated takes place 100% online or hybrid class is 50% or more online, the evaluator shall, during a prearranged and mutually agreed on meeting with the evaluatee, access one current online/hybrid course section for review. If a hybrid class is selected, then the online portion of the class shall be subject to evaluation. The class observation can take place in person or virtually, and should be no less than fifty cumulative minutes in length, but may be longer if the complete section cannot be reviewed within fifty cumulative minutes. The evaluation process should, at a minimum, determine that academically relevant student-instructor contact is regularly initiated by the instructor and is substantive. Furthermore, the evaluation should, at a minimum, determine that student-instructor and student-student interaction is conducted in alignment with the current Distance Learning Addendum (part of the official course outline of record) for the particular course. An evaluation report based on this observation and other appropriate criteria will be completed on the forms jointly agreed to by both parties.
   b. The evaluation report (Appendix B – Online) should be completed by the evaluator and submitted to the part-time faculty member within twenty-eight (28) calendar days from the observation date. It will then be forwarded to the department chair and division dean, who will sign off on the report, indicating that they acknowledge the findings. Any evaluation report submitted to the part-time faculty member later than the twenty-eight (28) calendar days is still valid.

4. Self-Reflection: Each part-time instructor will complete a written self-reflection, due to the evaluator at least five (5) calendar days before the Evaluation Conference, to be used to improve instruction and not as a determinant of employee status. The self-reflection shall include, but may not be limited to:
    a. Objectives for improvement, change or maintenance of methodology based on the results of the student survey, a self-examination of teaching methods, student learning outcomes, assessment data from student learning outcomes or other measures, and whatever other factors that are deemed relevant.
    b. A review of the objectives for improvement, if any, from the evaluatee's last evaluation.
    c. A summary of professional growth activities. A listing of reasonable resources that can be provided by the District to help improve instructor teaching.
5. The Professionalism Report (Appendix D) is an optional report regarding the evaluatee's professionalism and other faculty responsibilities. The Professionalism Report is in addition to the Visitation and Evaluation Report (Appendix B - Classroom, Appendix B - Online, Appendix B – OnlineLIVE, or Appendix E). This report can be requested by the member, the member's department chair, or the member's division dean during any semester or term, irrespective of the member's comprehensive evaluation. It can be completed by the member's department chair or division dean. If Appendix D is completed during a regular evaluation cycle, the member should be notified via e-mail by the division dean ten (10) days in advance of the final review conference. The Professionalism Report should be submitted to the member within twenty-eight (28) calendar days from the observation date and will become part of the member's comprehensive evaluation report (when conducted during a regular evaluation cycle). All evaluation documents will be placed in the adjunct instructor's District personnel file.

E. Evaluation Conference:
    1. An evaluation conference to be held no sooner than seven (7) calendar days after the observation will be scheduled by the evaluator. The conference will deal with, but not be limited to, the items listed above in the evaluation report and Self Reflection.
    2. If requested by the evaluatee, the division dean may be included in this meeting to discuss the Professionalism Report.

F. If desired, the evaluatee may submit a written, signed response regarding Appendix B - Classroom, Appendix B – Online, Appendix B – OnlineLIVE, or Appendix E (and optional Appendix D) to the division dean within fourteen (14) calendar days after the Evaluation Conference.

G. The evaluatee may challenge the initially proposed evaluator and request an alternate evaluator be assigned. The replacement evaluator will be assigned by the division dean in consultation with the department chair. This challenge must be received by the division dean with five (5) calendar days of the communication informing the unit member of the initially proposed evaluator, and may only be exercised once per evaluation.

H. In the event the evaluatee feels the evaluation report and/or overall evaluation score is inaccurate or non-representational, the evaluatee may request a second evaluation to be conducted by a different evaluator.
   1. The evaluatee must submit a written request for a second evaluation to the division dean within five (5) workdays of receipt of the completed evaluation form, specifying the perceived problem with the original evaluation and the justification for a second evaluation.
   2. The evaluatee will receive a written response to the request for a second evaluation within ten (10) workdays of the request.
      a. If a second evaluation is granted, it may be scheduled during the same semester (or term) or during the following semester.
      b. If a second evaluation is not granted, the response must include specific reason(s) for denying the request based on substantive, not staffing, criteria. Refusal to grant a second evaluation is grievable by the evaluatee or AFT.

I. All evaluation documents as described in section D, section F, and section H above should be submitted to Human Resources by the division dean before the end of the respective semester or term that the evaluation occurred.

J. Off-Cycle Evaluations
   1. The District and AFT agree that off-cycle evaluations may be required for unit members under the following conditions:
      a. To address performance issues related to the unit member's duties and responsibilities; or
      b. As part of a Performance Improvement Plan (PIP)

ARTICLE 9: LEAVES

A. Sick Leave
   1. Unit Members shall earn one (1) hour of paid sick leave after every eighteen (18) hours worked during the fall and spring semesters. An hour is defined as fifty (50) minutes for accruing and deducting sick leave.
   2. An instructor will notify the Office of Instruction of illness as soon as possible so that students can be notified appropriately.
   3. Sick leave may not be used prior to its accumulation.
   4. At the beginning of each semester, the District shall post for each Unit Member, online, an accounting of the number of paid hours of illness leave he/she has accumulated. Exact sick leave which is available to unit members may be requested from payroll at any time.
   5. Any unused portion of this paid sick leave will be accumulated indefinitely and will be returned to the employee if he or she returns to service with the District.
   6. Unit members have the right to transfer accumulated sick leave from other eligible entities (e.g. other California Community Colleges) as required by the Education Code.
   7. Deductions for any person placed under quarantine will be made on the same basis as if the Unit Member were ill.

B. Catastrophic Leave
   1. The District shall establish a catastrophic illness or injury pool. Leave hours may be utilized from this pool to provide replacement services for a Unit Member. A committee composed of two (2) representatives from the Office of Human Resources and two (2) representatives selected by AFT shall determine who shall be allowed to use the days from the pool. The committee shall recommend rules and regulations for the administration of the pool.
   2. Catastrophic illness or injury shall be defined as an illness or injury that is expected to incapacitate the part-time faculty member for an extended period of time, or that incapacitates a member of the employee's family which requires the employee to take time off from work for an extended period of time to care for the family member (defined as spouse, child, parent, domestic partner or other family member living in the household), and taking extended time off creates a financial hardship for the employee because he or she has exhausted all of his/her sick leave and other paid time off. (BP 817).
   3. To request Catastrophic Leave, the unit member must complete a Catastrophic Leave Request Form, attach medical verification from a licensed medical physician which defines the catastrophic illness or injury (including estimated date of return), and submit all documentation to the Office of Human Resources.
   4. The unit member is entitled to some or all hours donated at the time of solicitation, based on the recommendation by the committee, provided the donated leave does not exceed the actual time needed during the semester in which the leave commenced
   5. He or she will use all paid leaves accrued on a monthly basis while in paid leave status as a result of a catastrophic leave.
   6. Unit Members shall have the right to voluntarily donate sick leave to a catastrophic leave pool for use by another Unit Member.
   7. Eligible leave credits must be donated in one (1) hour increments.

8. The donating unit member shall execute and file with the Office of Human Resources a form authorizing assigning accumulated sick leave to the Catastrophic Leave bank. The donation of eligible leave credits shall be irrevocable.
9. Leave donated and not used by the requesting unit member will be banked for future unit members.
10. Unit members leaving service with the District may donate accumulated sick time to the Catastrophic Leave Bank.
11. The Office of Human Resources will verify the information submitted on the Request for Catastrophic Leave form. Requests will be reviewed by the committee to determine if criteria have been met.

C. Personal Necessity Leave

1. Each year, at the discretion of the Unit Member, a Unit Member may use accumulated sick leave for personal necessity, which shall be deducted from the Unit Member's accumulated sick leave.
2. Unit Members shall submit notification for personal necessity leave to their immediate supervisor at least two (2) days prior to the beginning of the leave, except when extenuating circumstances make this impossible.
3. Under no circumstances shall paid personal necessity leave be used for the purposes of extending a holiday or vacation period, seeking other employment, attending to matters which could be taken care of outside of work hours, participating in recreational activities or participating in concerted actions.
4. Traditional examples of personal necessity leaves include the following:
   a. Accident to person or property of Unit Member, or person or property of a member of the Unit Member's immediate family (as defined in B.2.).
   b. Health or well-being of the Unit Member's immediate family (as defined in B.2).
   c. Religious holiday, rites or ceremonies of the Unit Member's faith.
   d. Court appearance as a litigant or witness under subpoena or official order (for personal business).
   e. Birth of a child for a Unit Member who is either a parent or grandparent of the child.
   f. The adoption of a child making it necessary for Unit Member to be absent during regular assigned hours of service.
   g. Imminent danger to the home of the Unit Member, occasioned by flood, fire, earthquake or similar serious nature which cannot be disregarded by the Unit Member.
   h. Personal business (not involving employment or professional duties outside this contract from which it is intended or usual that income be derived) which, by its nature, could not be conducted before or after the teaching day.
   i. Fire or other natural disaster preventing transportation to work.

D. Bereavement Leave

1. A Unit Member shall be eligible for a paid leave of absence for the death of any member of the immediate family without loss of pay or deduction from other leave benefits found in the Article. This leave shall not exceed three (3) calendar days to a maximum of five

   (5) calendar days if travel exceeds 200 miles. Bereavement leave must be taken within the semester of the death or event.
2. For the purpose of this section, immediate family shall be defined as: mother, father, stepparent, spouse, child, stepchild, foster child, brother, sister, grandparent, or

grandchild of the Unit Member or spouse, or any person living in the immediate household of the Unit Member. For the purposes of this section "domestic partner" shall be included in the definition of immediate family.

E. Leave for Required Court Appearance
   1. A Unit Member subpoenaed to appear in court (other than as a litigant) or ordered to respond to an official order from another government agency for reasons not brought through the initiation, connivance or misconduct of the unit member will receive full salary.
   2. Jury duty leave shall be granted by the District for up to five (5) days of actual jury service without loss in pay. Any additional days can be used as Personal Necessity Leave.
   3. Unit members shall attempt to reschedule jury service to non-instructional days.

F. Leave for Industrial Accident or Illness
   1. A Unit Member shall be provided a leave of absence for industrial accident or occupational illness under the following rules and regulations (per Education Code87787)
      a. The industrial accident or occupational illness must have arisen out of and in the course of the employment of the Unit Member and must be accepted by the District's Workers' Compensation insurer as a bona fide injury or illness.
      b. A Unit Member who has sustained a job-related injury or illness shall report the injury or illness to the immediate supervisor on the District accident form no later than the next scheduled workday or as soon as possible thereafter.
      c. Allowable leave for each industrial accident or illness will be for the number of days of temporary disability but not to exceed sixty (60) days and when the Unit Member would otherwise have been performing work for the District in any one (1) fiscal year for the same accident or illness.
      d. Allowable leave will not be accumulated from year to year.
      e. The leave under these rules and regulations will commence on the first day of absence.
      f. Maximum salary during any one (1) period will not exceed the normal salary rate.
      g. Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.
      h. When an industrial accident or illness leave overlaps into the next fiscal year, the Unit Member shall be entitled to only the amount of unused leave due to him/her for the same illness or injury.
      i. During any paid leave of absence for industrial accident or occupational illness, the District receives temporary disability indemnity checks for the unit member. The District, in turn, shall issue the Unit Member's appropriate salary warrants and shall deduct normal retirement (on his/her full salary) and other authorized contributions.
   2. Upon termination of the industrial accident or illness leave, the Unit Member shall be entitled to the benefits provided for sick leave (Education Code Sections 87780, 87781,and 87786) and the absence for such purpose will be deemed to have commenced on the date of termination of the industrial accident or illness leave. If the Unit Member continues to receive temporary disability indemnity he/she may elect to draw on accumulated sick leave to provide (with temporary disability indemnity payments) total income not to exceed normal full salary.

G. Military Leave

A Unit Member will be granted unpaid military leave in accordance with the provisions of the Education Code, and of the Military and Veterans Code.

H. Leave to Attend Professional Conferences

1. With the prior approval of the Vice President of Instruction, or his/her designee, a Unit Member may be authorized to attend conferences, or special meetings, in the performance of school duties. Such attendance will not constitute absence from teaching service.
2. Out-of-state travel to conferences by a Unit Member will be authorized only in exceptional circumstances. Upon return from travel, the Unit Member shall submit a written report to the administrative supervisor within a period of ten (10) working days.

I. Maternity Leave

Maternity leave using accumulated sick leave or without pay shall be granted to any Unit Member who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery there from. The length of the leave of absence, within the semester they are employed, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician.

J. General Policy

A Statement of Absence will be signed by any absent Unit Member and returned to the Office of Instruction within twenty-four (24) hours of return to campus. A statement from a licensed medical physician will be required if the absence relates to an illness and extends beyond one (1) week. A current statement from the physician should indicate the date of incapacity, length of absence, and the employee's ability to return to work.

K. Reinstatement After Leave of Absence

At the expiration of the leave of absence of the employee, the employee, unless he or she otherwise agrees, shall be reinstated in the position held by him or her at the time of the granting of the leave of absence (Ed Code Section 87774) when s/he returns from leave during the semester in which the leave was granted. If unable to return during the same semester that the leave was taken, unit members who wish to return to duty in a future semester and who meet the eligibility requirements as outlined in Article 6 should contact the Department Chair. This does not guarantee any employment in subsequent semesters.

ARTICLE 10: TOTAL COMPENSATION

The Santa Clarita Community College District employs a Total Compensation Model with regard to employee salary and benefits.

A. Unit members shall be paid for teaching assignments on a per course basis using the contact hours associated with the assignment.

B. Total compensation shall be increased as follows:
   1. 2024-2025 1.07% (effective 7/1/24) to be applied to all adjunct salary schedules
   2. 2025-2026 0% to be applied to all adjunct salary schedules
      i. A one-time off schedule payment of $117,915 will be allocated equally to all unit members who had at least one teaching assignment during the 2025-2026 year including fall, winter, spring, and summer terms. This equates to $150 per active unit member during the year.

C. Salary Placement
   1. Adjunct faculty will be placed on appropriate salary schedule based on type of course, Credit and Enhanced Noncredit, Non-enhanced Noncredit, Noncredit TLC (The Learning Center), or Academic & Associate Credit and all movement between Ranges (A-D) and Steps (1-20) will occur according to the terms included on the applicable schedule. All salary schedules are located in Appendix A, Adjunct Salary Schedule Section A.
   2. Newly hired adjunct instructors are initially placed on the appropriate range based on degree or skilled teacher training, Step 1 of the appropriate Adjunct Salary Schedule regardless of prior service with any other college.

D. A non-instructional rate of pay is implemented in accordance with the Adjunct Salary Schedule (*Appendix A, Adjunct Salary Schedule – Section D and Section E).* A non-instructional rate of pay of 65% of a unit member's current rate of pay shall apply towards pre-approved (District requested and administrator approved) non-instructional activities effective February 1, 2014. Approved non-instructional activities include but are not limited to: curriculum development, required attendance at conferences/workshops/training sessions as a participant or presenter, proctoring and grading assessments beyond what is required for assigned classes, and requested service on specific committees such as Academic Senate.

E. Scheduled office hours will be compensated at 65% of the Instructional Rate per scheduled office hour. Payment of scheduled office hours for full semester-length fall and spring classes will be made in 5 equal payments during the fall and spring semesters after the Dean has verified that office hours have been performed and posted appropriately. Office hours associated with compressed courses will be paid during their normally scheduled pay periods.

F. The District will make payments for Supplementary Services for Adjunct STRS members upon both Board approval and completion of the services. Adjunct PERS members must submit Supplementary Services forms to Payroll Services monthly, even if the assignment is not yet completed.

G. It is the responsibility of the Unit Members to notify the Office of Human Resources as soon as they discover any error in placement on the salary schedule. Errors discovered either by the Unit Member or by the District will, in every case, be recovered to the extent allowed by law either by the District or by the Unit Member.

H. The District and AFT agree that parity is important to maintain high quality instructors, thus ensuring student success. The District agrees that when it receives State funds designated for the achievement of parity, the District will contact AFT within 7 calendar days and will work with AFT to ensure that the funds are equitably distributed to the adjunct instructors.

I. Human Resources will add hyperlink to Human Resources website where unit members can find information about loan forgiveness programs.

ARTICLE 11: WORKING CONDITIONS

A. Safe Working Conditions
   1. The District shall provide as safe as reasonably possible working conditions for unit members.
   2. All district activities shall be conducted in accordance with applicable OSHA regulations. Unit members are encouraged to submit written recommendations using the established on-line process regarding the maintenance of safe working conditions, facilities and equipment, and repairs and modifications to insure compliance with appropriate safety standards.
   3. Unit members shall observe posted safety rules.
   4. The district has a Safety Committee. AFT shall have the right to appoint one (1) Unit Member to the Safety Committee. Attendance at the committee meeting(s) will be considered allowable FLEX time, however, attendance hours will not be deducted from the total available per Article 19. The committee shall conduct surveys, accept petitions or complaints, and make recommendations to the Superintendent/President. Such recommendations shall be considered for implementation as soon as possible.
   5. TB Testing will be required of all Unit Members every four (4) years.
   6. The District will offer Shelter-in-Place training for all Unit Members. Compensation will be in the form of FLEX hours, per this agreement.
   7. The District will offer sexual harassment and avoidance training for all Unit Members. Compensation will be via FLEX hours as outlined in this agreement.
   8. The District will offer training related to Sexual Assault response for all unit members. Compensation will be via FLEX hours as outlined in this agreement, however if such training is mandatory, there will be no deduction from the FLEX hour allotment.

B. Participation in Governance
   1. Unit Members may attend and be heard at department meetings. Unit members may have a right to vote on department issues at the option of the permanent department members.
   2. Unit members have the right to select their own instructional materials to be used in their class(es), consistent with the official course outline of record. Exceptions may include situations in which all faculty teaching the given course(s) are required to use department-established laboratory manuals based on established instructional schedules, instructional materials and learning management systems needed to meet requirements from external accreditation and authorizing bodies, required SLO assessment content to be evaluated consistently across the department, and the use of software programs which must be vetted by a department in accordance with college policies and procedures.
   3. Unit Members may have the opportunity to serve on department committees at the request of the Department chair. If paid at the non-instructional rate, such payment must be approved in advance by the Chief Instructional Officer or designee.
   4. Unit Members may request to serve on relevant campus committees.
   5. Unit Members shall continue to have the opportunity for faculty service outside of the classroom, including but not limited to course development and grant-writing.
   6. The district will pay one Unit Member each, at the non-instructional rate per the applicable adjunct salary schedule (Appendix A), for service on the committees specified

in Appendix G. Prior approval must be provided by the CIO, and hours worked will be submitted by the unit member via timesheet. Such pay shall be considered pay for ancillary activities and shall not count towards the cap, as provided by State law.

7. Part-time faculty members are welcome to serve on all standing District-wide committees and ad hoc committees as appropriate.
8. If, at the end of the Academic Senate department chair selection process no full-time faculty member has been identified to perform department chair duties, and with CIO approval, Unit Members may serve as Department Chairs. If a Department Chair has been identified, Unit Members may, upon invitation, perform Department Chair duties and receive appropriate compensation.

C. Mailboxes

A mailbox will be provided to each Unit Member on the primary campus of instruction each term, in the campus mailroom.

D. Office Space

Unit Members shall have access to office and storage space as well as computer and phone access, at least as currently provided. The District will provide Bonelli 312, Boykin 115, and CCC 507 for the use of part-time faculty in the performance of course preparation, office hours, and other academic related activities.

1. Unit Members shall have access to office and storage space as well as computer and phone access, at least as currently provided. The District will provide Bonelli 312, Boykin 115, and CCC 507 for the use of part-time faculty in the performance of course preparation, office hours, and other academic related activities.
2. The District will provide Hasley 215 for the exclusive use of AFT 6262.
3. The District will ensure that the offices enumerated in D.1 and D.2 will be regularly cleaned every semester.

E. Travel

If a Unit Member uses his/her own vehicle for pre-approved District business, per District policy, the District shall:

1. Provide reimbursement at the District's established rate per mile, if requested.
2. Upon receipt of adequate proof of loss, reimburse Unit Members for damage to their personal property in an amount not to exceed two hundred fifty dollars ($250) or an amount necessary to satisfy any deductible requirements of the Unit Member's personal insurance, whichever is less. Such reimbursement shall not be paid to any Unit Member who received a citation from a law enforcement agency in connection with such property loss unless such citation is dismissed by a court of competent jurisdiction.
3. In the event a unit member's assignment based upon the needs of the department and at the specific request of the CIO (or designee) is split between two or more instructional locations (for example, the Valencia campus, the Canyon Country Campus or other off-campus site(s) or satellite(s) or the District) during the course of a regular work day (such that the assignment creates a need to travel between the site(s)) the District shall reimburse for mileage accrued in the course of that day and assignment at the District rate.

F. Parking

The District will pay for parking for unit members for the life of the Agreement.

G. Graduation - Caps and Gowns

Unit members are encouraged to participate in commencement exercises. The District will provide for the free rental of caps and gowns, through the campus Bookstore, for use during the graduation ceremony.

H. Camera Policy

1. Video recording may be used to promote a safe working environment on the campuses.
2. Video recording may be used for disciplinary purposes.
3. No video (moving or still) recording equipment will be used where there is a reasonable expectation of privacy, in accordance with applicable law. Areas that are expressly prohibited from video and/or audio recording include, but are not limited to, private faculty offices, bathrooms, locker rooms, mental health consultation rooms, and medical exam rooms.
4. No audio recording devices will be used, overt or covert, on campus, except with two-party consent.
5. An adequate number of signs must be posted to reasonably notify faculty that video recording may occur in public spaces, where appropriate. The AFT President will receive a list of the number and location of video recording devices to be used on campus each year and the list will only be distributed to members of the AFT Executive Board.
6. If public video recording is used for proposing disciplinary action against a unit member, and upon request from the accused unit member, an AFT representative and/or attorney may be present during the unit member's initial viewing of that recording. Only District management personnel will be allowed to review video recordings used for discipline action against a unit member.
7. For all other matters related to camera use on campus, unit members will refer to any applicable Board Policy and Administrative Procedure.

ARTICLE 12: NON-DISCRIMINATION

A. The District and the AFT agree that all unit members are entitled to equal employment opportunity. The District and AFT will not discriminate against any unit member on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, veteran status, sexual orientation, disability as defined by the American with Disabilities Act and/or Fair Employment and Housing Act or other protected category, in any of its policies, procedures or practices.

B. AFT and the District recognize that all members of the bargaining unit are entitled to a discriminatory harassment-free work environment.

C. The District agrees not to discriminate against any Unit Member because of membership in or participation in the lawful activities of the Union.

ARTICLE 13: GRIEVANCE

A. <u>Definitions</u>

1. A "grievance" is a claim by a Unit Member (employee) that there has been a violation of a specific provision of the Agreement.
2. "Academic year" is the period commencing with the first day of Fall Semester and ending on the day of commencement.
3. An "aggrieved person" or "grievant" is the Unit Member (employee) or group of unit members (employees) who believes he/she or they has/ have been adversely affected or the Union.
4. "Workday": A workday is defined as any day on which the central administrative offices of the District are open for business during the Fall and Spring Semesters.

B. <u>General Provisions</u>

1. The purpose of this procedure is to secure, at the lowest possible administrative level, an equitable solution to a grievance.
2. Until the final disposition of the grievance(s), the grievant is required to conform to the directions of his or her immediate supervisor.
3. Both parties agree that these procedures will be kept as informal as may be appropriate at any level of the procedure.
4. The aggrieved Unit Member(s) may request that the Union represent them, but nothing contained herein will be construed as limiting the right of any Unit Member having a perceived grievance to discuss the matter informally with the Department Chair and/or any appropriate member of the administration, and to have the grievance adjusted without intervention by the Union. The grievant shall be entitled upon request to representation by the AFT at all grievance meetings. In situations in which AFT has not been requested to represent the grievant, the District shall not agree to a final resolution of the grievance until AFT has received a copy of the grievance and the proposed settlement and has been given the opportunity to file a response to the matter within ten (10) workdays.
5. All grievance level forms must be filed with Human Resources. Human Resources will distribute copies to the appropriate respondents.
6. Grievances shall be processed as rapidly as possible, the time limits specified at each level should be considered to be the maximum and every effort should be made to expedite the process. However, the time limits may be extended by mutual written agreement of both parties.
7. If a grievance is not processed by the grievant and/or the Union in accordance with the time limits set forth in this Agreement, it shall not be subject to further procedures and shall be considered withdrawn. If the District fails to respond to the grievance within the time limit specified at each level, the failure to respond shall be deemed a denial of the grievance and termination of the level involved. The grievant may proceed to the next step.
8. Forms for this grievance procedure shall be mutually agreed to and should include 1) a description of the specific grounds for the grievance 2) a listing of the provisions of the Agreement which are alleged to have been violated 3) a statement of the action(s) requested of the District which will resolve the grievance. These forms shall be

available online in a fillable format suitable for electronic distribution. In the event a grievance is filed at such a time that it cannot be processed through all the steps within this grievance procedure by the end of the academic year and, if left unresolved until the beginning of the following academic year, this delay could result in harm to an aggrieved person, the time limits set forth herein will be reduced so that the procedure may be completed prior to the end of the academic year, or as soon thereafter as may be agreeable to the grievant and the District.

9. Grievances of a similar or like nature may be joined as a single grievance upon the written consent of the grievants involved. Should the grievants so consolidate, the final grievance decision shall be binding upon all parties to the consolidated grievance.
10. All grievance documents and/or files shall be maintained in a separate section of the Human Resources filing system, labeled "The Grievance File." This pertains to all participants, at all levels, in the grievance matter. Access to the electronic Grievance File shall be limited to the grievant, authorized AFT representatives, and District personnel charged with the processing of grievances on a need-to-know basis.

C. <u>Procedure</u>

1. Level One – Informal - Department Chair

a. If and after the member has attempted to resolve the matter with the department chair without notification to Human Resources or the division dean, the grievant shall attempt to resolve the matter by submitting a "Level One" informal grievance form to Human Resources within twenty (20) workdays after the occurrence or after the grievant should reasonably have been aware of the occurrence of the act or omission giving rise to the grievance.

(1) Grievances in which the grievant is the Union itself are initiated at Level Two.

b. Within ten (10) workdays of filing the "Level One" informal grievance form, the department chair will hold an informal conference with the grievant.

c. Within ten (10) workdays of the informal conference, the department chair shall give their written response to the individual grievant. If the response does not resolve the issue to the satisfaction of the grievant, then they may, within ten (10) workdays of the department chair's response, file a formal Level Two grievance.

2. Level Two – Formal

a. If the grievance is not resolved at Level One, the grievant will have ten (10) workdays, from the date of the department chair's written response, to submit to Human Resources, the formal Level Two grievance on the official grievance form.

b. Within ten (10) workdays after filing the Level Two formal grievance form, the Division Dean shall meet with the grievant and within ten (10) additional workdays after their meeting, provide his or her written response to the grievant.

3. Level Three - Formal

a. If the grievance is not resolved at Level Two, the grievant will have ten (10) workdays from receipt of the Level Two email response in which he or she may submit to the CHRO or designee a Level Three formal grievance on the electronic grievance form.

b. Alleged violations not presented at Level Two may not be introduced at any other level, and no evidence or testimony given shall be the cause for expanding the grievance.

c. The CHRO or designee shall promptly forward the statement of grievance to the Chief Instructional Officer (CIO) or Chief Student Services Officer (CSSO) or their designee, and shall provide the name of that person to the grievant.

d. Within ten (10) workdays after receiving the grievance, the Chief Instructional Officer (CIO) or Chief Student Services Officer (CSSO) or their designee shall meet with the parties and shall within ten (10) workdays of their meeting provide his or her response via email to the grievant.

4. Level Four - Mediation

a. If the grievance is not resolved at Level Three, the grievant will have ten (10) workdays from receipt of the email response from the Chief Instructional Officer (CIO) or Chief Student Services Officer (CSSO) or their designee in which he or she may process the grievance to mediation by filing a Level Four grievance on the appropriate grievance form with the CHRO or designee.

b. If the grievant agrees to mediation, then the CHRO shall, within ten (10) workdays after the receipt of the email request, submit to the California State Conciliation Service a request for the immediate services of a mediator. The grievant or AFT and the District will mutually agree to the selection of the mediator.

c. The function of the mediator shall be to assist the parties to achieve a mutually satisfactory resolution of the grievance by means of the mediation process.

d. Either party may choose to terminate the mediation in writing.

5. Level Five – Formal, Advisory Arbitration

a. Arbitrated Grievance: If the grievant is not satisfied with the decision at Level Three or the grievance has not been resolved through mediation, he/she may request AFT to submit the grievance to arbitration within ten (10) workdays of receipt of the Level Three response or within ten (10) workdays of the conclusion of mediation. If AFT concurs with the grievant's request for advisory arbitration, the District and AFT shall select an arbitrator from the California State Mediation and Conciliation Service by the method of alternate striking from a list of arbitrators supplied by the CSM and CS. The request for such list shall be made by the District within five (5) days of the receipt of the Level Five appeal. The striking and resultant request for an arbitration hearing date shall be made by AFT as soon after receipt of the arbitrator list as possible.

b. The arbitrator shall render a recommendation to the CHRO as soon as possible. The arbitrator shall not have the authority to delete, add to or otherwise modify the provisions of this Agreement. The arbitrator's authority shall be limited to deciding whether the District has violated, misinterpreted or misapplied the referred to express provision of this Agreement and such decision shall not imply obligations and conditions to restrict the District in its administration of the terms of this Agreement; it being understood that any matter not specifically set forth herein remains within the management rights of the District.

6. Formal Level, Level Six – Board of Trustees

The decision of the arbitrator within the limits herein prescribed shall be in the form of a recommendation to the Board of Trustees. The Board of Trustees shall undertake review of the advisory recommendation and take formal action accepting or rejecting the advisory recommendation. The Board of Trustees shall then render a decision on the matter, which decision shall be final and binding on all parties.

D. <u>Miscellaneous</u>

a. No reprisals of any kind will be taken by the CEO of the District or by any member or representative of the administration of the District against any aggrieved person, any member of the Union, or any other participant in the grievance procedure by reason of such participation.

b. The aggrieved Unit Member may represent him or herself at all stages of the grievance, and if requested by the grievant, one (1) chapter representative and one (1) area representative of the Union or personal legal counsel of their choice may accompany the grievant through the levels of the process. Personal legal counsel in this local process may not represent the aggrieved person.

c. Time limits provided in each level shall begin at the expiration of the previous time limit or the day following receipt of written decision by the parties in interest.

d. Grievance meetings will be scheduled by the District so as not to conflict with classroom duties.

e. From the time a grievance is filed until it is processed through its completion or closure, neither party shall make public either the grievance or evidence regarding the grievance. This will constitute a breach of confidentiality.

f. The fees and expenses of the arbitrator shall be borne equally by the District and the AFT.

ARTICLE 14: HIRING PROCESS FOR FACULTY CONTRACT POSITIONS

When there is a selection process for contract faculty positions, a minimum of three (3) Unit Members who are the highest ranked through the hiring committee process, will be invited to the first level interview.

Information regarding the Academic Staffing Process and current status of full-time faculty positions is posted at: https://appi.canyons.edu/Apps/Directories/Committees/Details/2

ARTICLE 15: INTELLECTUAL PROPERTY RIGHTS

In the absence of a separate and expressly written agreement between a Unit Member and the District to the contrary, a Unit Member shall have exclusive property rights to materials, devices, and processes developed by the Unit Member unless they have utilized District resources or have developed the materials, devises, or processes on District time.

ARTICLE 16: RETIREMENT ARTICLE

A. The District will offer a choice of retirement plans for bargaining unit members as follows:
   1. FICA: a federally mandated program (Federal Insurance Contributions Act, i.e., Social Security Agency);
   2. STRS (State Teachers' Retirement System) Defined Benefits plan: a state mandated program; or
   3. STRS (State Teachers' Retirement System) Cash Balance Benefits Plan; a plan created for part-time and substitute educators, effective in 1996.

B. Bargaining unit members upon employment may select 1, 2, or 3 above. After initial selection, the unit member may make a one-time only change to another available plan if permitted by law.

C. The District will calculate STRS retirement pre-tax.

D. The FTE reporting mechanism to STRS is listed as FTE of the Unit Member based upon Full-time Equivalent at 15 hours a week = 525 hours per year.

E. Upon the request of the employee at the time of his or her retirement, accumulated sick leave hours will be reported to STRS to be converted to service credit.

F. The STRS Defined Benefit Plan requires an employer contribution (currently 8.25%) and an employee contribution (currently 8.0%).

G. The STRS Cash Balance Plan requires a total current contribution of 8% of gross salary: currently 4% from the District and currently 4% from the Unit Member. Cash Balance participants have an immediate vested right to their contribution and the District's contribution. The Cash Balance Plan shall be portable between different districts. Benefits shall be available to unit members upon retirement, disability, or termination of employment as determined by STRS.

ARTICLE 17: SAVINGS PROVISION

If any provision of this Agreement is held to be contrary to law by legislative act or by a court of competent jurisdiction, such provision(s), will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

ARTICLE 18: ACADEMIC FREEDOM

Reference: BP 4030

Reference: Education Code section 76120; Title 5 section 51023; Accreditation Standard I.C.7; 1940 Statement of Principles on Academic Freedom and Tenure with Interpretative Comments, in AAUP POLICY DOCUMENTS & REPORTS (11th ed. 2015)

A. General Principles on Academic Freedom

1. The free expression guarantee provided by the United States Constitution's First Amendment is vital to America's democracy; the functioning of democratic institutions depends on the people's freedom to vigorously discuss, debate, disagree, challenge and dialogue on all topics of public concern.
2. To fulfill its civic and educational mission, an institution of higher education must encourage its campus community to comprehend and value the importance of the right of free expression to an open society and an educated populace.
3. Developing the critical inquiry and thought required for individual success and societal progress can only occur in an academic environment that promotes an open and free exchange of ideas and freedom of expression must, therefore, extend to students and faculty in an educational environment.
4. The College supports academic freedom for its faculty and students and encourages them to develop and engage in opportunities for critical thinking and personal growth without compromising the respect to which all persons are entitled.

B. Academic Freedom and the Faculty

1. The District adopts the definition of academic freedom provided by the 1940 Statement of Principles on Academic Freedom and Tenure, including the 1970 Interpretive Comments. That definition, in summary, declares that academic freedom is the freedom to teach, both in and outside the classroom, to conduct research and to publish the results of those investigations, and to address any matter of institutional policy or action whether or not as a member of an agency of institutional governance. Professors should also have the freedom to address the larger community with regard to any matter of social, political, economic or other interest, without institutional discipline or restraint, save in response to fundamental violations of professional ethics or statements that suggest disciplinary incompetence.

C. Academic Freedom and Students

1. By engaging in academic study within the District, students should accept that they will study in an environment designed to present a full, open, and thoughtful range of academic insights, perspectives, and viewpoints and that they are likely to be exposed to conflicting and controversial views as a result.
2. Academic freedom allows students to take reasoned exception to the concepts and conclusions presented in any course of study in a manner that is consistent with the District's Code of Student Conduct. Students remain responsible, however, for learning the content of any course in which they are enrolled, and can expect to be evaluated on their knowledge of such information.

D. District Responsibilities and Support

1. The District is committed to the full support of the principle of academic freedom within all its activities.
2. The District supports the freedom of all faculty to inquire, to teach controversial content, to model and encourage critical thinking, and to present multiple viewpoints within each discipline.
3. The District supports the freedom of all students to inquire, access the full range of information available, explore difficult and controversial material, develop and practice critical thinking skills, and learn in a climate free of intimidation and conducive to the free exchange of ideas.
4. The District recognizes that the California Education Code grants faculty the right and the professional responsibility to assign grades free from political influence, intimidation, or legal threat.

E. Role of Academic Senate

1. The Academic Senate shall establish a Committee on Academic Freedom to provide clarification and advice on matters relating to academic freedom.

See Administrative Procedure AP 4030

Approved: 11/10/2020
Next Review Date: Fall, 2026.

The District has both a Board Policy and Administrative Procedure regarding Academic Freedom. To ensure you are reviewing the most recent version of the BP and AP 4030, please see the links below.

Please find the most recent Board Policy at:
https://www.canyons.edu/_resources/documents/administration/board/bp-ap/4000academicaffairs/BP4030.pdf

Please find the most recent Administrative Procedure at:
https://www.canyons.edu/_resources/documents/administration/board/bp-ap/4000academicaffairs/AP4030.pdf

ARTICLE 19: PROFESSIONAL DEVELOPMENT

A. Unit members who successfully complete a 54-hour) non-credit teaching foundation certificate of completion will remain at their earned step, and will be advanced to range B (without Ph.D., J.D., Ed.D., etc.) or range D (with Ph.D., J.D., Ed.D., etc.) on the salary schedule per Appendix A, effective the following summer session.

B. For ACUE, 1 micro credential course (6-7 modules) = 1 unit. Unit members who successfully complete 3 units will remain at their earned step and will be advanced to range B (without Ph.D., J.D., Ed.D., etc.) or range D (with Ph.D., J.D., Ed.D., etc.) on the salary schedule per Appendix A, effective the following summer session. Alternatively, unit members may receive paid FLEX hours for each hour of ACUE training up to their maximum available FLEX hours that same semester. Unit members cannot use units for movement across the salary schedule if receiving FLEX payment for those same hours.

C. Unit members who attend College sponsored FLEX and approved department activities, including the professional development program from Section A above, will earn their regular hourly rate for up to 5 hours and up to an additional 5 hours of FLEX at the non-instructional rate for each summer/fall and winter/spring period. Unit members have the option to present FLEX workshops for double the FLEX hours, up to the maximum hours stated above (i.e. presenting a 1-hour workshop would equate to 2 FLEX hours).

   1. Approved department activities include: department retreats, department retreat presentations, and departmental trainings that have been approved for FLEX credit.
   2. Unit members will be given reasonable advanced notice of department retreats. Every effort will be made to schedule such retreats at times convenient to encourage maximum attendance.
   3. The following training deemed mandatory by California law:
      - Anti-harassment training (non-supervisory)
      - Mandatory Report (Protect the Children)

      not to exceed 4 hours per academic year, will be completed during the semester/session assigned and eligible for FLEX pay as outlined in B above. Unit members will be given reasonable advanced notice of mandatory training.
   4. Only training or professional development, as defined by the Faculty FLEX Committee, is eligible for FLEX credit. Departmental or District support activities such as, but not limited to maintaining department web pages, assisting with faculty scheduling, and class calendaring, are not considered FLEX eligible. Activities such as these must be approved in advance by the division dean and would be paid the applicable hourly non- instructional rate per Article 11.
   5. Unit members who have either a winter or spring assignment may attend FLEX activities from January 1st through June 30th. Unit Members who have a summer or fall assignment may attend FLEX activities from July 1st through December 31st.

D. The District will make every effort to inform unit members of the FLEX schedule in ample time to enroll. The District will also make an effort to offer some FLEX opportunities at a time convenient for part-time faculty attendance. FLEX is not mandatory; however, unit members are encouraged to attend.

E. If the District directs a Unit member to attend a conference or meeting, all of his or her necessary and reasonable costs for fees, travel, board, and lodging shall be reimbursed by the District.

ARTICLE 20: OFFICE HOURS

A. Office Hours: Time, Place, and Manner

1. Office hours are to be scheduled to meet the needs of all on-ground, online, and hybrid students, whether students are enrolled in full semester-length or short-term classes, and the needs of the educational program of the District. Instructors of noncredit classes that are mirrored with credit classes, where a single class consists of both credit and noncredit students, will provide access to their existing office hours for the noncredit students in this section.
2. The provisions of this article do not apply to non-instructional faculty (for example, counselors and librarians).
3. Each scheduled period of on campus (or site) office time shall be scheduled during regular college (or site) business hours.
4. Seventy five percent (75%) of the office hours for a course must be conducted on a regular schedule, either on the campus (or site) where the course is scheduled or through virtual means. This portion of the office hours will be considered "scheduled office hours".
    a. Virtual office hours must be conducted via the District's approved Learning Management System (LMS) or CCC Confer. The District will ensure that instructors have a reliable means of conducting virtual office hours. Virtual office hours require instructor login and telepresence throughout the period and must include video or other synchronous communication options for students. The link to join virtual office hours must be posted in the class syllabus along with password to enter if applicable.
    b. If an instructor elects to hold virtual office hours for the scheduled portion of an on-ground (or site) class, and a student in the on-ground (or site) class requests an in-person meeting, the instructor will offer to meet with that student on-ground (or site) at a reasonable day and time within one week.
5. Twenty five percent (25%) of the office hours for a course may be conducted per individual arrangements between the student and the unit member. This portion of the office hours will be considered "unscheduled office hours".
    a. Unscheduled office hours are in-person or computer-mediated communications or phone calls.
    b. The instructor's e-mail address will be included in the class syllabus.
    c. If an instructor is not available to students via e-mail, all of the office hours for that instructor must be scheduled office hours.
6. Each scheduled period of office time shall be scheduled during a time that students are reasonably expected to be available. During the fall and spring semesters, each unit member shall maintain office hours for on-ground (or site), online, and hybrid classes as per the table below. For courses that consist of tandem lecture and lab, office hours are based on the units per week associated with the lecture only.

    i. Within one week after the commencement of the semester, the unit member shall prepare and submit their proposed schedule of office hours to the instructional dean via the District's office hours reporting website and email. The Dean shall review and submit approval or any comments regarding the proposed office hours by the

end of the second week of the semester. No response after the second week is considered approval.

ii. Schedule office hours may be flexible and held at a time to be determined after the unit member has surveyed their students but must be determined no later than the Census date. Changes to scheduled office hours must be communicated to the students via email, updated on the syllabus, and updated on the District's office hours reporting website.

7. Office hours must be included in each course syllabus along with campus (or site) location or LMS/CCC Confer access instructions.
8. At least six and a quarter percent (6.25%) of office hours must be within the first week of the semester to accommodate for students looking to add the class
9. At least six and a quarter percent (6.25%) of the office hours must be during the week of the class final.
10. Office hour requirements per semester are as follows:

On- Campus (or Site)Units per week	Number of Scheduled Office Hours (minutes)	Number of Unscheduled Office Hours (minutes)	Total Office Hours per Semester (minutes)	Number of Scheduled Office Hours needed in first and finals week
3	360	120	480	30
4	480	160	640	40
5	600	200	800	50
6	720	240	960	60
7	840	280	1120	70
8	960	320	1280	80
9	1080	360	1440	90
10	1200	400	1600	100
11	1320	440	1760	110
12	1440	480	1920	120
13	1440	480	1920	120
14	1560	520	2080	130
15	1680	560	2240	140
16	1800	600	2400	150

11. Cancellation of one or more office hours per day, not properly rescheduled within one week, will result in the use of leave hours equal to the office hour(s) missed.

B. Compensation:
   1. All office hours (scheduled and unscheduled) will be compensated as per Article 10.
   2. Scheduled office hours may be verified by the instructional dean.

C. Miscellaneous:
   1. Unit members will not be compensated for hours in excess of the minimum requirement, or for additional hours worked either in person or online.

ARTICLE 21: NONCREDIT FACULTY

A. Definition

Article 21 applies specifically to noncredit adjunct faculty teaching all or the majority of their teaching load in noncredit. Unless specifically preempted by this article, the entirety of the American Federation of Teachers Local 6262 collective bargaining agreement applies to noncredit adjunct faculty. Noncredit adjunct faculty may be employed in a noncredit assignment for a maximum of two hundred ninety-three (293) instructional hours per semester (i.e., 67% of eight hundred seventy-five [875] instructional hours per school year or four hundred thirty-seven [437] instructional hours per semester as defined by Education Code 22138.5 for full-time noncredit faculty), approved by the State Chancellor in accordance with Section 55100 of Title V of the California Code of Regulations, and for which the District receives funding under Education Code Section 84757 and related statutory and regulatory provisions. Adjunct faculty that teach both noncredit as well as credit classes can only teach 67% of a full-time load. A noncredit assignment may consist of both noncredit CDCP* (Career Development College Preparation or enhanced) as well as noncredit non-enhanced courses as per the ten noncredit categories below:

1. English as a Second Language*
2. Immigrant Education
3. Elementary and Secondary Basic Skills*
4. Health and Safety
5. Substantial Disabilities
6. Parenting
7. Home Economics
8. Courses for Older Adults
9. Short-term Vocational Programs*
10. Workforce Preparation*

The minimum qualifications for noncredit faculty are specified in Title V Section 53412 of the California Code of Regulations.

B. Responsibilities

1. Noncredit faculty shall be responsible for meeting their assigned classes on time and regularly. Locations for these assigned classes can include District sites and/or off-campus sites within the Santa Clarita Valley.
2. Noncredit faculty shall also be responsible for class preparation, all required record keeping, and timely submission of all required District and State records and reports.
3. Where appropriate, noncredit faculty shall also be responsible for being informed about the credit program of the District and for preparing students to transition into the College's credit program.

C. Assignment and Scheduling

It is in the best interest of the District and the intent of both parties to hire experienced, noncredit faculty to work with a cohort of noncredit students either at the College and/or particular off-campus site.

1. When there is a need for noncredit faculty service beyond that provided by regular, contract, and /or other District full-time faculty, the following are the factors to be considered in developing the work assignment of noncredit unit members for all semesters and sessions.
   - 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 4 or 5 in a formal evaluation as per Appendix B or E
   - 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
   - Unit members who have been or are currently being investigated for a legitimate violation of the District's written policies and procedures, that has been reviewed by Human Resources, may not receive an assignment.
2. The Dean of Continuing Education or other appropriate administrator (or his/her designee) shall assign noncredit courses to noncredit faculty, based on criteria outlined in Article 6 sections 6.3, 6.4 and 6.5.
3. Noncredit adjunct faculty may be employed in a noncredit assignment for a maximum of two hundred ninety-three (293) instructional hours per semester (or 67% of eight hundred seventy-five [875] instructional hours per school year or four hundred thirty-seven [437] instructional hours per semester as defined by Education Code 22138.5 for full-time noncredit faculty). If a noncredit adjunct faculty member is also employed in a credit adjunct assignment, the unit member can still only teach 67% of a full-time load.

   For example, consider an ESL unit member who would like to teach a 67% load that consists of a noncredit ESL assignment as well as an ESL-060 credit assignment:
   - ESL-060 credit load: 54.00 semester hours = 3.00 units (20% load or 3 units/15 units)
   - Noncredit load: 47% remaining noncredit load = 205 noncredit semester hours (47% of 437 hours)
4. The District will staff sections no later than the summer session before the start of the fall semester, the fall semester before the start of the winter intersession, the winter session before the start of the spring semester, and the spring semester before the start of the summer session. The District will notify AFT of reasons for exceptions to this timeline. Exceptions to the timeline below may include the following:
   - Uncertainty in funding that results in a reduction or expansion of department course offerings;
   - Change in course availability due to the change in the number of department full-time faculty or full-time faculty reassigned/release time;
   - Change in course offerings due to a change in curriculum, reorganization, or administrative priorities concerning enrollment;

- Change in off-campus site priorities external to the college; and
- Technical difficulties with software or data systems.

D. Evaluations

The performance evaluation of noncredit instructors is essential to the maintenance of a quality instructional program. The evaluator should arrive on time and be professional as well as respectful to the noncredit unit member and students in the class.

1. Definitions
   a. The "evaluatee" is the person being evaluated.
   b. The "evaluator" is a full-time faculty member in the related credit department or appropriate educational administrator. The evaluator will be assigned by the Dean of Continuing Education (or his/her designee).
      - If the class to be visited is an online class, the evaluator will have online teaching experience. If the evaluator does not possess online teaching experience, a co-evaluator may be assigned (one assigned as per 1.b. and the other a faculty member or educational administrator with experience in online pedagogy), assigned by the Dean of Distance Learning, where both co-evaluators may not be educational administrators.
      - If co-evaluators are assigned for an evaluation of an online class, the evaluator assigned per 1.b. will complete only that part of the evaluation
   c. An "observation" is the observation of the noncredit unit member, in the performance of his or her duties, by the evaluator.
   d. The "instrument" is the agreed upon Visitation and Evaluation Report (Appendix B – Classroom or Appendix B – Online) for noncredit faculty. Non-teaching part-time noncredit faculty will be evaluated using the Non-Instructional Visitation and Evaluation Report (Appendix E).
2. Scheduling and Frequency

   Noncredit instructors shall be evaluated during the first semester of employment and at least one additional time during the next four semesters of employment (as determined by Human Resources). For noncredit faculty that primarily work winter or summer sessions only, they will be evaluated during the applicable session. Thereafter, noncredit instructors will be evaluated at least one time during every four semesters of employment. In the absence of complaints and in the presence of good student evaluations, noncredit instructors who have taught for at least sixteen (16) semesters may be evaluated once every six semesters of employment. However, at the option of the Dean of Continuing Education, Dean of Learning Resources, or other appropriate administrator, a noncredit faculty member may be evaluated when he or she is assigned to teach a new course within the discipline or other discipline the noncredit unit member has not previously taught for the District.
3. The complete evaluation documents shall include, but not be limited to, the following items:
   a. Classroom or Non-Instructional Evaluation Report:
      i. The evaluator shall make at least one classroom or other work place observation, to be no less than fifty minutes in length whenever possible (but may be longer if the class or lab session observed is longer). An evaluation

report based on this observation and other appropriate criteria will be completed on the forms jointly agreed to by both parties.

ii. The evaluation report (Appendix B or E) should be completed by the evaluator and submitted to the noncredit faculty member within twenty-eight (28) calendar days from the observation date. It will then be forwarded to the department chair and division dean (where applicable), who will sign off on the report, indicating that they acknowledge the findings. Any evaluation report submitted to the part-time noncredit faculty member later than the twenty-eight (28) calendar days is still valid.

4. Online Evaluation Report:
   a. If the class to be evaluated takes place 100% online or hybrid class is 50% or more online, the evaluator shall, during a prearranged and mutually agreed on meeting with the evaluatee, access one current online/hybrid course section for review. If a hybrid class is selected, then the online portion of the class shall be subject to evaluation. The meeting can take place in person or virtually, and should be no less than fifty cumulative minutes in length, but may be longer if the complete section cannot be reviewed within fifty cumulative minutes. The evaluation process should, at a minimum, determine that academically relevant student-instructor contact is regularly initiated by the instructor. Furthermore, the evaluation should, at a minimum, determine that student-instructor and student- student interaction is conducted in alignment with the current Distance Learning Addendum (part of the official course outline of record) for the particular course. An evaluation report based on this observation and other appropriate criteria will be completed on the forms jointly agreed to by both parties.
   b. The evaluation report (Appendix B – Online) should be completed by the evaluator and submitted to the part-time faculty member within twenty-eight (28) calendar days from the observation date. It will then be forwarded to the department chair and division dean, who will sign off on the report, indicating that they acknowledge the findings. Any evaluation report submitted to the part-time faculty member later than the twenty-eight (28) calendar days is still valid.
5. Self-Reflection: Each part-time instructor will complete a written self-reflection, due to the evaluator at least five (5) calendar days before the Evaluation Conference, to be used to improve instruction and not as a determinant of employee status. The self-reflection shall include, but may not be limited to:
   - Objectives for improvement, change or maintenance of methodology based on the results of the student survey, a self-examination of teaching methods, student learning outcomes, assessment data from student learning outcomes or other measures, and whatever other factors that are deemed relevant.
   - A review of the objectives for improvement, if any, from the evaluatee's last evaluation.
   - A summary of professional growth activities. A listing of reasonable resources that can be provided by the District to help improve instructor teaching.
6. The Professionalism Report (Appendix D) is an optional report regarding the evaluatee's professionalism and faculty responsibilities. The Professionalism Report is in addition to the Visitation and Evaluation Report (Appendix B and E).

This report can be requested by the member, the member's department chair, or the member's division dean any semester or term, irrespective of the member's comprehensive evaluation. If Appendix D is completed during a regular evaluation cycle, the member should be notified via e-mail by the division dean ten (10) days in advance of the final review conference. The Professionalism Report should be submitted to the member within twenty-eight (28) calendar days from the observation date and will become part of the member's comprehensive evaluation report (when conducted during a regular evaluation cycle). All evaluation documents will be placed in the adjunct instructor's District personnel file.

7. Evaluation Conference: An evaluation conference will be scheduled by the evaluator, to be held no sooner than seven (7) calendar days after the observation. The conference will deal with, but not be limited to, the items listed above in the classroom evaluation report, Self-Reflection, and Professionalism Report.
8. If desired, the evaluatee may submit a written, signed response regarding Appendix E or F to the appropriate educational administrator within fourteen (14) calendar days after the Evaluation Conference. This response along with complete evaluation documents will be included in the noncredit instructor's District personnel file.
9. The evaluatee may challenge the initially proposed evaluator and request an alternate evaluator be assigned. The replacement evaluator will be assigned by the division dean in consultation with the department chair. This challenge must be received by the division dean with five (5) calendar days of the communication informing the unit member of the initially proposed evaluator, and may only be exercised once per evaluation.
10. In the event the evaluatee feels the evaluation report and/or overall evaluation score is inaccurate or non-representational, the evaluatee may request a second evaluation to be conducted by a different evaluator.
11. The evaluatee must submit a written request for a second evaluation to the division dean within five (5) workdays of receipt of the completed evaluation form, specifying the perceived problem with the original evaluation and the justification for a second evaluation.
12. The evaluatee will receive a written response to the request for a second evaluation within ten (10) workdays of the request.
    a. If a second evaluation is granted, it may be scheduled during the same semester (or term) or during the following semester.
    b. If a second evaluation is not granted, the response must include specific reason(s) for denying the request based on substantive, not staffing, criteria. Refusal to grant a second evaluation is grievable by the evaluatee or AFT.
13. All evaluation documents as described above should be submitted to Human Resources by the division dean before the end of the respective semester or session that the evaluation occurred.

ARTICLE 22: DISCIPLINE

The District and the AFT shall be committed to resolving performance problems at the informal level, whenever possible. However, when a problem arises, the Unit Member may be subject to discipline. Discipline shall be administered in a timely manner once the District is aware of the issue, and be for just cause.

If a District administrator requests a meeting with a Unit Member that could result in the discipline of the Unit Member, the District will notify the Unit Member of his/her right to have a representative at the meeting and inform the Unit Member of the reason for the meeting

APPENDIX A: ADJUNCT SALARY SCHEDULES

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 9
2024-25

Compensation for Academic & Associate Credit Adjunct (Hourly) Faculty and Enhanced Noncredit

	Range			
Step	A	B	C	D
01	89.24	92.81	98.18	101.75
02	90.14	93.75	99.16	102.78
03	91.05	94.68	100.16	103.79
04	91.96	95.63	101.16	104.84
05	92.88	96.59	102.16	105.89
06	93.80	97.55	103.18	106.94
07	94.75	98.53	104.21	108.01
08	95.69	99.51	105.26	109.08
09	96.66	100.51	106.31	110.19
10	97.61	101.52	107.39	111.28
11	98.59	102.55	108.46	112.39
12	99.58	103.57	109.54	113.53
13	100.58	104.60	110.64	114.66
14	101.59	105.65	111.73	115.82
15	102.60	106.71	112.85	116.96
16	103.63	107.76	113.98	118.13
17	104.66	108.84	115.13	119.31
18	105.71	109.93	116.28	120.50
19	106.76	111.03	117.43	121.71
20	107.82	112.14	118.61	122.94

*	Range 1	Credit & Enhanced Noncredit Adjunct (Base Pay)
**	Range 2	Credit & Enhanced Noncredit Adjunct + CFT
***	Range 3	Credit & Enhanced Noncredit Adjunct with Doctorate
****	Range 4	Credit & Enhanced Noncredit Adjunct with Doctorate + CFT

Method of placement on the Academic Adjunct (Hourly) Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Step 1 of the Adjunct (Hourly) Salary Schedule. Advancement to each subsequent Step after initial placement on the salary schedule requires that an adjunct (hourly) instructor complete two (2) semesters of service (excluding summer and intersessions).

** 2. Placement on Range B of the Adjunct (Hourly) Salary Schedule requires the completion of a skilled teacher program (CFT) specified in Article 19 A.

*** 3. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution will be placed on Range C of the Adjunct (Hourly) Salary Schedule.

**** 4. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution and the completion of a skilled teacher program (CFT) specified in Article 19 A will be placed on Range D of the Adjunct (Hourly) Salary Schedule.

Salary Schedule effective: 7/1/2024
Board Approved: 1/21/2026

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 9
2023-24

Compensation for Academic & Associate Credit Adjunct (Hourly) Faculty and Enhanced Noncredit (Hourly)

	Range			
Step	A	B	C	D
01	88.30	91.83	97.14	100.67
02	89.19	92.76	98.11	101.69
03	90.09	93.68	99.10	102.69
04	90.99	94.62	100.09	103.73
05	91.90	95.57	101.08	104.77
06	92.81	96.52	102.09	105.81
07	93.75	97.49	103.11	106.87
08	94.68	98.46	104.15	107.93
09	95.64	99.45	105.18	109.02
10	96.58	100.45	106.25	110.10
11	97.55	101.46	107.31	111.20
12	98.53	102.47	108.38	112.33
13	99.52	103.49	109.47	113.45
14	100.51	104.53	110.55	114.59
15	101.51	105.58	111.66	115.72
16	102.53	106.62	112.77	116.88
17	103.55	107.69	113.91	118.05
18	104.59	108.77	115.05	119.22
19	105.63	109.85	116.19	120.42
20	106.68	110.95	117.35	121.64

*	Range 1	Credit & Enhanced Noncredit Adjunct (Base Pay)
**	Range 2	Credit & Enhanced Noncredit Adjunct + CFT
***	Range 3	Credit & Enhanced Noncredit Adjunct with Doctorate
****	Range 4	Credit & Enhanced Noncredit Adjunct with Doctorate + CFT

Method of placement on the Academic Adjunct (Hourly) Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Step 1 of the Adjunct (Hourly) Salary Schedule. Advancement to each subsequent Step after initial placement on the salary schedule requires that an adjunct (hourly) instructor complete two (2) semesters of service (excluding summer and intersessions).

** 2. Placement on Range B of the Adjunct (Hourly) Salary Schedule requires the completion of a skilled teacher program (CFT) specified in Article 19 A.

*** 3. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution will be placed on Range C of the Adjunct (Hourly) Salary Schedule.

**** 4. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution and the completion of a skilled teacher program (CFT) specified in Article 19 A will be placed on Range D of the Adjunct (Hourly) Salary Schedule.

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 9
2022-23

Compensation for Academic & Associate Credit Adjunct (Hourly) Faculty and Enhanced Noncredit (Hourly)

	Range			
Step	A	B	C	D
01	78.52	81.66	86.38	89.52
02	79.31	82.48	87.24	90.42
03	80.11	83.30	88.12	91.31
04	80.91	84.14	89.00	92.24
05	81.72	84.98	89.88	93.16
06	82.53	85.83	90.78	94.09
07	83.36	86.69	91.69	95.03
08	84.19	87.55	92.61	95.97
09	85.04	88.43	93.53	96.94
10	85.88	89.32	94.48	97.90
11	86.74	90.22	95.42	98.88
12	87.61	91.12	96.37	99.88
13	88.49	92.02	97.34	100.88
14	89.37	92.95	98.30	101.89
15	90.26	93.88	99.29	102.90
16	91.17	94.81	100.28	103.93
17	92.08	95.76	101.29	104.97
18	93.00	96.72	102.30	106.01
19	93.93	97.68	103.32	107.08
20	94.86	98.66	104.35	108.16

*	Range 1	Credit & Enhanced Noncredit Adjunct (Base Pay)
**	Range 2	Credit & Enhanced Noncredit Adjunct + CFT
***	Range 3	Credit & Enhanced Noncredit Adjunct with Doctorate
****	Range 4	Credit & Enhanced Noncredit Adjunct with Doctorate + CFT

Method of placement on the Academic Adjunct (Hourly) Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Step 1 of the Adjunct (Hourly) Salary Schedule. Advancement to each subsequent Step after initial placement on the salary schedule requires that an adjunct (hourly) instructor complete two (2) semesters of service (excluding summer and intersessions).

** 2. Placement on Range B of the Adjunct (Hourly) Salary Schedule requires the completion of a skilled teacher program (CFT) specified in Article 19 A.

*** 3. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution will be placed on Range C of the Adjunct (Hourly) Salary Schedule.

**** 4. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution and the completion of a skilled teacher program (CFT) specified in Article 19 A will be placed on Range D of the Adjunct (Hourly) Salary Schedule.

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 9
2021-22

Compensation for Academic & Associate Credit Adjunct (Hourly) Faculty and Enhanced Noncredit (Hourly)

Step	Range A	Range B	Range C	Range D
01	70.78	73.61	77.86	80.69
02	71.49	74.35	78.64	81.50
03	72.21	75.09	79.43	82.31
04	72.93	75.84	80.22	83.14
05	73.66	76.60	81.02	83.97
06	74.39	77.37	81.83	84.81
07	75.14	78.14	82.65	85.66
08	75.89	78.92	83.48	86.51
09	76.65	79.71	84.31	87.38
10	77.41	80.51	85.16	88.25
11	78.19	81.32	86.01	89.13
12	78.97	82.13	86.87	90.03
13	79.76	82.95	87.74	90.93
14	80.56	83.78	88.61	91.84
15	81.36	84.62	89.50	92.75
16	82.18	85.46	90.39	93.68
17	83.00	86.32	91.30	94.62
18	83.83	87.18	92.21	95.56
19	84.67	88.05	93.13	96.52
20	85.51	88.93	94.06	97.49

*	Range 1	Credit & Enhanced Noncredit Adjunct (Base Pay)
**	Range 2	Credit & Enhanced Noncredit Adjunct + CFT
***	Range 3	Credit & Enhanced Noncredit Adjunct with Doctorate
****	Range 4	Credit & Enhanced Noncredit Adjunct with Doctorate + CFT

Method of placement on the Academic Adjunct (Hourly) Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Step 1 of the Adjunct (Hourly) Salary Schedule. Advancement to each subsequent Step after initial placement on the salary schedule requires that an adjunct (hourly) instructor complete two (2) semesters of service (excluding summer and intersessions).

** 2. Placement on Range B of the Adjunct (Hourly) Salary Schedule requires the completion of a skilled teacher program (CFT) specified in Article 19 A.

*** 3. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution will be placed on Range C of the Adjunct (Hourly) Salary Schedule.

**** 4. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution and the completion of a skilled teacher program (CFT) specified in Article 19 A will be placed on Range D of the Adjunct (Hourly) Salary Schedule.

Salary Schedule effective: 7/1/2021
Board Approved: 11/9/2022

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
PROPOSED ADJUNCT SALARY SCHEDULE 9
2020-21

Compensation for Academic & Associate Credit Adjunct (Hourly) Faculty and Enhanced Noncredit (Hourly)

	Range			
Step	A	B	C	D
01	67.25	69.94	73.97	76.66
02	67.92	70.63	74.71	77.43
03	68.60	71.34	75.46	78.20
04	69.28	72.05	76.21	78.98
05	69.98	72.78	76.97	79.77
06	70.68	73.50	77.74	80.57
07	71.38	74.24	78.52	81.38
08	72.10	74.98	79.31	82.19
09	72.82	75.73	80.10	83.01
10	73.55	76.49	80.90	83.84
11	74.28	77.25	81.71	84.68
12	75.02	78.02	82.53	85.53
13	75.77	78.81	83.35	86.38
14	76.53	79.59	84.18	87.25
15	77.30	80.39	85.03	88.12
16	78.07	81.19	85.88	89.00
17	78.85	82.00	86.74	89.89
18	79.64	82.82	87.60	90.79
19	80.44	83.65	88.48	91.70
20	81.24	84.49	89.36	92.61

*	Range 1	Credit & Enhanced Noncredit Adjunct (Base Pay)
**	Range 2	Credit & Enhanced Noncredit Adjunct + CFT
***	Range 3	Credit & Enhanced Noncredit Adjunct with Doctorate
****	Range 4	Credit & Enhanced Noncredit Adjunct with Doctorate + CFT

Method of placement on the Academic Adjunct (Hourly) Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Step 1 of the Adjunct (Hourly) Salary Schedule. Advancement to each subsequent Step after initial placement on the salary schedule requires that an adjunct (hourly) instructor complete two (2) semesters of service (excluding summer and intersessions).

** 2. Placement on Range B of the Adjunct (Hourly) Salary Schedule requires the completion of a skilled teacher program (CFT) specified in Article 19 A.

*** 3. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution will be placed on Range C of the Adjunct (Hourly) Salary Schedule.

**** 4. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution and the completion of a skilled teacher program (CFT) specified in Article 19 A will be placed on Range D of the Adjunct (Hourly) Salary Schedule.

Salary Schedule effective: 07/01/2020 Board Approved: 10/14/20

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 9
2019-2020

Compensation for Academic & Associate Credit Adjunct (Hourly) Faculty and Enhanced Noncredit (Hourly) Faculty

Range	Step 1	Step 2	Step 3		
1	65.98	70.60	72.73	*	Academic Adjunct (Base Pay)
2	72.59	77.66	80.00	**	Associate Adjunct (Base Pay)
3	72.59	77.66	80.00	***	Academic Adjunct with Doctorate
4	79.85	85.45	88.01	****	Associate Adjunct with Doctorate

Method of placement on the Academic Adjunct (Hourly) Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Range 1 / Step 1 of the Academic Adjunct (Hourly) Salary Schedule.

2. Advancement to Step 2 of the salary schedule requires that an adjunct (hourly) instructor complete four (4) semesters of service (excluding summer and intersessions).

3. Advancement to Step 3 of the salary schedule requires that an adjunct (hourly) instructor complete six (6) semesters of service at Step 2 (excluding summer and intersessions).

** 4. Placement on Range 2 of the Associate Adjunct (Hourly) Salary Schedule requires: The completion of the Professional Development program specified in Article 19 A.

OR

The completion of twelve (12) units of teaching methodology and/or coursework in the area of assignment. The coursework must be pre-approved by the CIO.

*** 5. Academic Adjunct instructors with an earned doctorate (Ph.D. or Ed.D.) in a relevant field from an accredited institution will be placed on Range 3 of the Academic Adjunct (Hourly) Salary Schedule.

*** 6. Associate Adjunct instructors with an earned doctorate (Ph.D. or Ed.D.) in a relevant field
* from an accredited institution will be placed on Range 4 of the Associate Adjunct (Hourly) Salary Schedule.

Salary Schedule effective: 07/01/2019

Board Approved: 10/14/20

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 9
2018-2019

Compensation for Academic & Associate Credit Adjunct (Hourly) Faculty and Enhanced Noncredit (Hourly) Faculty

Range	Step 1	Step 2	Step 3		
1	64.69	69.22	71.30	*	Academic Adjunct (Base Pay)
2	71.17	76.14	78.43	**	Associate Adjunct (Base Pay)
3	71.17	76.14	78.43	***	Academic Adjunct with Doctorate
4	78.28	83.77	86.28	****	Associate Adjunct with Doctorate

Method of placement on the Academic Adjunct (Hourly) Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Range 1 / Step 1 of the Academic Adjunct (Hourly) Salary Schedule.
2. Advancement to Step 2 of the salary schedule requires that an adjunct (hourly) instructor complete four (4) semesters of service (excluding summer and intersessions).
3. Advancement to Step 3 of the salary schedule requires that an adjunct (hourly) instructor complete six (6) semesters of service at Step 2 (excluding summer and intersessions).

** 4. Placement on Range 2 of the Associate Adjunct (Hourly) Salary Schedule requires: The completion of the Professional Development program specified in Article 19 A.

OR

The completion of twelve (12) units of teaching methodology and/or coursework in the area of assignment. The coursework must be pre-approved by the CIO.

*** 5. Academic Adjunct instructors with an earned doctorate (Ph.D. or Ed.D.) in a relevant field from an accredited institution will be placed on Range 3 of the Academic Adjunct (Hourly) Salary Schedule.

**** 6. Associate Adjunct instructors with an earned doctorate (Ph.D. or Ed.D.) in a relevant field from an accredited institution will be placed on Range4 of the Associate Adjunct (Hourly) Salary Schedule.

Salary Schedule effective: 07/01/2018
Board Approved: 10/14/20

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 9
2017-2018

Compensation for Academic & Associate Credit Adjunct (Hourly) Faculty and Enhanced Noncredit (Hourly) Faculty

Range	Step 1	Step 2	Step 3		
1	62.38	66.74	68.75	*	Academic Adjunct (Base Pay)
2	68.62	73.42	75.62	**	Associate Adjunct (Base Pay)
3	68.62	73.42	75.62	***	Academic Adjunct with Doctorate
4	75.48	80.77	83.19	****	Associate Adjunct with Doctorate

Method of placement on the Academic Adjunct (Hourly) Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Range 1 / Step 1 of the Academic Adjunct (Hourly) Salary Schedule.

2. Advancement to Step 2 of the salary schedule requires that an adjunct (hourly) instructor complete four (4) semesters of service (excluding summer and intersessions).

3. Advancement to Step 3 of the salary schedule requires that an adjunct (hourly) instructor complete six (6) semesters of service at Step 2 (excluding summer and intersessions).

** 4. Placement on Range 2 of the Associate Adjunct (Hourly) Salary Schedule requires:
The completion of the Professional Development program specified in Article 19 A.
OR
The completion of twelve (12) units of teaching methodology and/or coursework in the area of assignment. The coursework must be pre-approved by the CIO.

*** 5. Academic Adjunct instructors with an earned doctorate (Ph.D. or Ed.D.) in a relevant field from an accredited institution will be placed on Range 3 of the Academic Adjunct (Hourly) Salary Schedule.

**** 6. Associate Adjunct instructors with an earned doctorate (Ph.D. or Ed.D.) in a relevant field from an accredited institution will be placed on Range 4 of the Associate Adjunct (Hourly) Salary Schedule.

Salary Schedule effective: 07/01/2017
Board Approved: 06/27/18

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 8
2024-25

Compensation for Noncredit Adjunct (Hourly) Faculty

	Range			
Step	A	B	C	D
01	55.54	57.75	61.09	63.30
02	56.09	58.33	61.69	63.95
03	56.64	58.91	62.32	64.57
04	57.21	59.50	62.94	65.22
05	57.78	60.10	63.56	65.88
06	58.36	60.70	64.20	66.52
07	58.94	61.31	64.85	67.20
08	59.53	61.92	65.49	67.87
09	60.14	62.54	66.15	68.55
10	60.73	63.16	66.81	69.24
11	61.34	63.79	67.47	69.94
12	61.95	64.43	68.14	70.63
13	62.57	65.08	68.84	71.34
14	63.20	65.72	69.52	72.05
15	63.84	66.39	70.21	72.77
16	64.47	67.05	70.91	73.50
17	65.12	67.71	71.62	74.24
18	65.77	68.39	72.35	74.97
19	66.42	69.07	73.06	75.72
20	67.08	69.77	73.79	76.48

*	Range 1	Noncredit Adjunct (Base Pay w/Bachelor's Degree)
**	Range 3	Noncredit Adjunct Bachelor's + Prof. Dev. per Article 19
***	Range 2	Noncredit Adjunct (Base Pay w/Master's Degree)
****	Range 4	Noncredit Adjunct Master's + Prof. Dev. per Article 19

Method of placement on the Noncredit Adjunct (Hourly) Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Step 1. Advancement to each subsequent Step after initial placement on the salary schedule requires that an adjunct (hourly) instructor complete two (2) semesters of service (excluding summer and intersessions).

** 2. Completion of the Professional Development program with a bachelor's degree per Article 19 will be place on Range B. Salary scales are rounded to the nearest cent per standard rounding methods.

*** 3. Academic Adjunct instructors with an earned master’s degree in a relevant field from an accredited institution will be placed on Range C of the Noncredit Adjunct Salary Schedule.

**** 4. Completion of the Professional Development program with a master's degree per Article 19 will be place on Range D. Salary scales are rounded to the nearest cent per standard rounding methods.

Salary Schedule effective: 7/1/2024
Board Approved: 1/21/2026

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 8
2023-24

Compensation for Noncredit Adjunct (Hourly) Faculty

	Range			
Step	A	B	C	D
01	54.95	57.14	60.44	62.63
02	55.50	57.71	61.04	63.27
03	56.04	58.29	61.66	63.89
04	56.60	58.87	62.27	64.53
05	57.17	59.46	62.89	65.18
06	57.74	60.06	63.52	65.82
07	58.32	60.66	64.16	66.49
08	58.90	61.26	64.80	67.15
09	59.50	61.88	65.45	67.82
10	60.09	62.49	66.10	68.51
11	60.69	63.11	66.76	69.20
12	61.29	63.75	67.42	69.88
13	61.91	64.39	68.11	70.58
14	62.53	65.02	68.78	71.29
15	63.16	65.69	69.47	72.00
16	63.79	66.34	70.16	72.72
17	64.43	66.99	70.86	73.45
18	65.07	67.67	71.58	74.18
19	65.72	68.34	72.29	74.92
20	66.37	69.03	73.01	75.67

*	Range 1	Noncredit Adjunct (Base Pay w/Bachelor's Degree)
**	Range 3	Noncredit Adjunct Bachelor's + Prof. Dev. per Article 19
***	Range 2	Noncredit Adjunct (Base Pay w/Master's Degree)
****	Range 4	Noncredit Adjunct Master's + Prof. Dev. per Article 19

Method of placement on the Noncredit Adjunct (Hourly) Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Step 1. Advancement to each subsequent Step after initial placement on the salary schedule requires that an adjunct (hourly) instructor complete two (2) semesters of service (excluding summer and intersessions).

** 2. Completion of the Professional Development program with a bachelor's degree per Article 19 will be place on Range B. Salary scales are rounded to the nearest cent per standard rounding methods.

*** 3. Academic Adjunct instructors with an earned master's degree in a relevant field from an accredited institution will be placed on Range C of the Noncredit Adjunct Salary Schedule.

**** 4. Completion of the Professional Development program with a master's degree per Article 19 will be place on Range D. Salary scales are rounded to the nearest cent per standard rounding methods.

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 8
2022-23

Compensation for Noncredit Adjunct (Hourly) Faculty

	Range			
Step	A	B	C	D
01	48.86	50.81	53.74	55.69
02	49.35	51.32	54.28	56.26
03	49.83	51.83	54.83	56.81
04	50.33	52.35	55.37	57.38
05	50.84	52.87	55.92	57.96
06	51.34	53.41	56.48	58.53
07	51.86	53.94	57.05	59.12
08	52.37	54.47	57.62	59.71
09	52.91	55.02	58.20	60.31
10	53.43	55.57	58.78	60.92
11	53.97	56.12	59.36	61.53
12	54.50	56.69	59.95	62.14
13	55.05	57.26	60.56	62.76
14	55.60	57.82	61.16	63.39
15	56.16	58.41	61.77	64.02
16	56.72	58.99	62.39	64.66
17	57.29	59.57	63.01	65.31
18	57.86	60.17	63.65	65.96
19	58.44	60.77	64.28	66.62
20	59.02	61.38	64.92	67.29

*	Range 1	Noncredit Adjunct (Base Pay w/Bachelor's Degree)
**	Range 3	Noncredit Adjunct Bachelor's + Prof. Dev. per Article 19
***	Range 2	Noncredit Adjunct (Base Pay w/Master's Degree)
****	Range 4	Noncredit Adjunct Master's + Prof. Dev. per Article 19

Method of placement on the Noncredit Adjunct (Hourly) Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Step 1. Advancement to each subsequent Step after initial placement on the salary schedule requires that an adjunct (hourly) instructor complete two (2) semesters of service (excluding summer and intersessions).

** 2. Completion of the Professional Development program with a bachelor's degree per Article 19 will be place on Range B. Salary scales are rounded to the nearest cent per standard rounding methods.

*** 3. Academic Adjunct instructors with an earned master's degree in a relevant field from an accredited institution will be placed on Range C of the Noncredit Adjunct Salary Schedule.

**** 4. Completion of the Professional Development program with a master's degree per Article 19 will be place on Range D. Salary scales are rounded to the nearest cent per standard rounding methods.

SANTA CLARITA COMMUNITY COLLEGE
DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 8
2021-2022

Compensation for Noncredit Adjunct (Hourly) Faculty

	Range			
Step	A	B	C	D
01	44.04	45.80	48.44	50.20
02	44.48	46.26	48.93	50.71
03	44.92	46.72	49.42	51.21
04	45.37	47.19	49.91	51.72
05	45.83	47.66	50.41	52.24
06	46.28	48.14	50.91	52.76
07	46.75	48.62	51.42	53.29
08	47.21	49.10	51.94	53.82
09	47.69	49.59	52.46	54.36
10	48.16	50.09	52.98	54.91
11	48.65	50.59	53.51	55.46
12	49.13	51.10	54.04	56.01
13	49.62	51.61	54.59	56.57
14	50.12	52.12	55.13	57.14
15	50.62	52.65	55.68	57.71
16	51.13	53.17	56.24	58.28
17	51.64	53.70	56.80	58.87
18	52.15	54.24	57.37	59.46
19	52.68	54.78	57.94	60.05
20	53.20	55.33	58.52	60.65

*	Range 1	Noncredit Adjunct (Base Pay w/Bachelor's Degree)
**	Range 3	Noncredit Adjunct Bachelor's + Prof. Dev. per Article 19
***	Range 2	Noncredit Adjunct (Base Pay w/Master's Degree)
****	Range 4	Noncredit Adjunct Master's + Prof. Dev. per Article 19

Method of placement on the Noncredit Adjunct (Hourly) Salary Schedule is:

*	1.	All adjunct (hourly) instructors are initially placed on Step 1. Advancement to each
**	2.	Completion of the Professional Development program with a bachelor's degree per
***	3.	Academic Adjunct instructors with an earned master's degree in a relevant field from
****	4.	Completion of the Professional Development program with a master's degree per

Salary Schedule effective: 7/1/2021
Board Approved: 11/9/2022

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
PROPOSED ADJUNCT SALARY SCHEDULE 8
2020-21

Compensation for Noncredit Adjunct (Hourly) Faculty

	Range			
Step	A	B	C	D
01	41.84	43.51	46.02	47.69
02	42.26	43.95	46.48	48.17
03	42.68	44.39	46.95	48.65
04	43.10	44.83	47.42	49.14
05	43.54	45.28	47.89	49.63
06	43.97	45.73	48.37	50.13
07	44.41	46.19	48.85	50.63
08	44.86	46.65	49.34	51.13
09	45.30	47.12	49.83	51.65
10	45.76	47.59	50.33	52.16
11	46.21	48.06	50.84	52.68
12	46.68	48.54	51.34	53.21
13	47.14	49.03	51.86	53.74
14	47.61	49.52	52.38	54.28
15	48.09	50.01	52.90	54.82
16	48.57	50.51	53.43	55.37
17	49.06	51.02	53.96	55.93
18	49.55	51.53	54.50	56.48
19	50.04	52.05	55.05	57.05
20	50.54	52.57	55.60	57.62

*	Range 1	Noncredit Adjunct (Base Pay w/Bachelor's Degree)
**	Range 3	Noncredit Adjunct Bachelor's + Prof. Dev. per Article 19
***	Range 2	Noncredit Adjunct (Base Pay w/Master's Degree)
****	Range 4	Noncredit Adjunct Master's + Prof. Dev. per Article 19

Method of placement on the Noncredit Adjunct (Hourly) Salary Schedule is:

*	1.	All adjunct (hourly) instructors are initially placed on Step 1. Advancement to each
**	2.	Completion of the Professional Development program with a bachelor's degree per
***	3.	Academic Adjunct instructors with an earned master’s degree in a relevant field from
****	4.	Completion of the Professional Development program with a master's degree per

Salary Schedule effective: 07/01/2020

Board Approved: 10/14/20

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
NONCREDIT ADJUNCT SALARY SCHEDULE 8
2019-2020

Compensation for Noncredit Adjunct (Hourly) Faculty

Range	Step 1	Step 2	
1	41.04	43.93	* Noncredit Adjunct (Base Pay w/Bachelor's Degree)
2	43.93	47.00	** Noncredit Adjunct (Base Pay w/Master's Degree)
3	45.16	48.32	*** Noncredit Adjunct Bachelor's + Prof. Dev. per Article 19
4	48.32	51.70	*** Noncredit Adjunct Master's + Prof. Dev. per Article 19

Method of placement on the Noncredit Adjunct (Hourly) Salary Schedule is:

* 1. Advancement to Step 2 of the salary schedule requires that an adjunct (hourly) instructor complete four (4) semesters of service (excluding summer and intersessions).

** 2. Academic Adjunct instructors with an earned master's degree in a relevant field from an accredited institution will be placed on Range 2 of the Noncredit Adjunct Salary Schedule.

*** 3. Completion of the Professional Development program per Article 19 adds approximately 10% salary increase. Salary scales are rounded to the nearest cent per standard rounding methods. Upon which time the targeted 3% salary change is modified by the rounding to a difference of over .5%, the District and AFT will agree to a one-time salary scale adjustment.

Salary Schedule effective: 07/01/2019
Board Approved: 10/14/20

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
NONCREDIT ADJUNCT SALARY SCHEDULE 8
2018-2019

Compensation for Noncredit Adjunct (Hourly) Faculty

Range	Step 1	Step 2	
1	40.24	43.07	*Noncredit Adjunct (Base Pay w/Bachelor's Degree)
2	43.07	46.08	**Noncredit Adjunct (Base Pay w/Master's Degree)
3	44.27	47.37	*** Noncredit Adjunct Bachelor's + Prof. Dev. per Article 19
4	47.37	50.69	*** Noncredit Adjunct Master's + Prof. Dev. per Article 19

Method of placement on the Noncredit Adjunct (Hourly) Salary Schedule is:

* 1. Advancement to Step 2 of the salary schedule requires that an adjunct (hourly) instructor complete four (4) semesters of service (excluding summer and intersessions).

** 2. Academic Adjunct instructors with an earned master's degree in a relevant field from an accredited institution will be placed on Range 2 of the Noncredit Adjunct Salary Schedule.

*** 3. Completion of the Professional Development program per Article 19 adds approximately 10% salary increase. Salary scales are rounded to the nearest cent per standard rounding methods. Upon which time the targeted 3% salary change is modified by the rounding to a difference of over .5%, the District and AFT will agree to a one-time salary scale adjustment

Salary Schedule effective: 07/01/2018
Board Approved: 10/14/20

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
NONCREDIT ADJUNCT SALARY SCHEDULE 8
2017-2018
Effective July 1, 2017

Compensation for Noncredit Adjunct (Hourly) Faculty

Range	Step 1	Step 2		
1	38.81	41.53	*	Noncredit Adjunct (Base Pay w/Bachelor's Degree)
2	41.53	44.43	**	Noncredit Adjunct (Base Pay w/Master's Degree)
3	42.69	45.68	***	Noncredit Adjunct Bachelor's + Prof. Dev. per Article 19
4	45.68	48.87	***	Noncredit Adjunct Master's + Prof. Dev. per Article 19

Method of placement on the Noncredit Adjunct (Hourly) Salary Schedule is:

* 1. Advancement to Step 2 of the salary schedule requires that an adjunct (hourly) instructor complete four (4) semesters of service (excluding summer and intersessions).

** 2. Academic Adjunct instructors with an earned master's degree in a relevant field from an accredited institution will be placed on Range 2 of the Noncredit Adjunct Salary Schedule.

*** 3. Completion of the Professional Development program per Article 19 adds approximately 10% salary increase. Salary scales are rounded to the nearest cent per standard rounding methods. Upon which time the targeted 3% salary change is modified by the rounding to a difference of over .5%, the District and AFT will agree to a one-time salary scale adjustment.

Salary Schedule effective: 07/01/2017
Board Approved: 06/27/18

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 7
2024-25

Compensation for Noncredit The Learning Center (TLC) Adjunct (Hourly) Faculty

	Range			
Step	A	B	C	D
01	62.16	64.65	68.38	70.88
02	62.79	65.31	69.07	71.59
03	63.41	65.96	69.76	72.29
04	64.06	66.62	70.46	73.03
05	64.68	67.29	71.16	73.76
06	65.34	67.96	71.88	74.49
07	66.01	68.63	72.60	75.24
08	66.66	69.31	73.33	75.98
09	67.32	70.00	74.06	76.74
10	67.99	70.72	74.79	77.51
11	68.68	71.43	75.54	78.29
12	69.36	72.14	76.30	79.08
13	70.06	72.86	77.07	79.86
14	70.76	73.59	77.82	80.66
15	71.46	74.33	78.61	81.47
16	72.17	75.06	79.39	82.28
17	72.89	75.81	80.19	83.11
18	73.63	76.57	81.00	83.93
19	74.36	77.34	81.81	84.77
20	75.11	78.12	82.62	85.63

*	Range 1	Noncredit TLC Adjunct (Base Pay w/Bachelor's Degree)
**	Range 3	Noncredit TLC Adjunct Bachelor's + Prof. Dev. per Article 19
***	Range 2	Noncredit TLC Adjunct (Base Pay w/Master's Degree)
****	Range 4	Noncredit TLC Adjunct Master's + Prof. Dev. per Article 19

Method of placement on the Noncredit Adjunct (Hourly) Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Step 1. Advancement to each subsequent Step after initial placement on the salary schedule requires that an adjunct (hourly) instructor complete two (2) semesters of service (excluding summer and intersessions).

** 2. Completion of the Professional Development program with a bachelor's degree per Article 19 will be place on Range B. Salary scales are rounded to the nearest cent per standard rounding methods.

*** 3. Academic Adjunct instructors with an earned master’s degree in a relevant field from an accredited institution will be placed on Range C of the Noncredit TLC Adjunct Salary Schedule.

**** 4. Completion of the Professional Development program with a master's degree per Article 19 will be place on Range D. Salary scales are rounded to the nearest cent per standard rounding methods.

Salary Schedule effective: 7/1/2024
Board Approved: 1/21/2026

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 7
2023-24

Compensation for Noncredit The Learning Center (TLC) Adjunct (Hourly) Faculty

	Range			
Step	A	B	C	D
01	61.50	63.97	67.66	70.13
02	62.13	64.62	68.34	70.83
03	62.74	65.26	69.02	71.52
04	63.38	65.91	69.71	72.26
05	64.00	66.58	70.41	72.98
06	64.65	67.24	71.12	73.70
07	65.31	67.90	71.83	74.44
08	65.95	68.58	72.55	75.18
09	66.61	69.26	73.28	75.93
10	67.27	69.97	74.00	76.69
11	67.95	70.67	74.74	77.46
12	68.63	71.38	75.49	78.24
13	69.32	72.09	76.25	79.01
14	70.01	72.81	77.00	79.81
15	70.70	73.54	77.78	80.61
16	71.41	74.27	78.55	81.41
17	72.12	75.01	79.34	82.23
18	72.85	75.76	80.14	83.04
19	73.57	76.52	80.94	83.87
20	74.31	77.29	81.75	84.72

*	Range 1	Noncredit TLC Adjunct (Base Pay w/Bachelor's Degree)
**	Range 3	Noncredit TLC Adjunct Bachelor's + Prof. Dev. per Article 19
***	Range 2	Noncredit TLC Adjunct (Base Pay w/Master's Degree)
****	Range 4	Noncredit TLC Adjunct Master's + Prof. Dev. per Article 19

Method of placement on the Noncredit Adjunct (Hourly) Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Step 1. Advancement to each subsequent Step after initial placement on the salary schedule requires that an adjunct (hourly) instructor complete two (2) semesters of service (excluding summer and intersessions).

** 2. Completion of the Professional Development program with a bachelor's degree per Article 19 will be place on Range B. Salary scales are rounded to the nearest cent per standard rounding methods.

*** 3. Academic Adjunct instructors with an earned master's degree in a relevant field from an accredited institution will be placed on Range C of the Noncredit TLC Adjunct Salary Schedule.

**** 4. Completion of the Professional Development program with a master's degree per Article 19 will be place on Range D. Salary scales are rounded to the nearest cent per standard rounding methods.

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 7
2022-23

Compensation for Noncredit The Learning Center (TLC) Adjunct (Hourly) Faculty

	Range			
Step	A	B	C	D
01	54.69	56.88	60.16	62.36
02	55.25	57.46	60.77	62.98
03	55.79	58.03	61.37	63.60
04	56.36	58.61	61.99	64.25
05	56.91	59.20	62.61	64.89
06	57.49	59.79	63.24	65.53
07	58.07	60.38	63.87	66.19
08	58.64	60.98	64.51	66.85
09	59.23	61.59	65.16	67.52
10	59.82	62.22	65.80	68.19
11	60.42	62.84	66.46	68.88
12	61.03	63.47	67.13	69.57
13	61.64	64.10	67.80	70.26
14	62.25	64.74	68.47	70.97
15	62.87	65.39	69.16	71.68
16	63.50	66.04	69.85	72.39
17	64.13	66.70	70.55	73.12
18	64.78	67.37	71.26	73.84
19	65.42	68.04	71.97	74.58
20	66.08	68.73	72.69	75.33

*	Range 1	Noncredit TLC Adjunct (Base Pay w/Bachelor's Degree)
**	Range 3	Noncredit TLC Adjunct Bachelor's + Prof. Dev. per Article 19
***	Range 2	Noncredit TLC Adjunct (Base Pay w/Master's Degree)
****	Range 4	Noncredit TLC Adjunct Master's + Prof. Dev. per Article 19

Method of placement on the Noncredit Adjunct (Hourly) Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Step 1. Advancement to each subsequent Step after initial placement on the salary schedule requires that an adjunct (hourly) instructor complete two (2) semesters of service (excluding summer and intersessions).

** 2. Completion of the Professional Development program with a bachelor's degree per Article 19 will be place on Range B. Salary scales are rounded to the nearest cent per standard rounding methods.

*** 3. Academic Adjunct instructors with an earned master's degree in a relevant field from an accredited institution will be placed on Range C of the Noncredit TLC Adjunct Salary Schedule.

**** 4. Completion of the Professional Development program with a master's degree per Article 19 will be place on Range D. Salary scales are rounded to the nearest cent per standard rounding methods.

SANTA CLARITA COMMUNITY COLLEGE
DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 7
2021-2022

Compensation for Noncredit The Learning Center (TLC) Adjunct (Hourly) Faculty

	Range			
Step	A	B	C	D
01	49.30	51.27	54.23	56.21
02	49.80	51.79	54.78	56.77
03	50.29	52.31	55.32	57.33
04	50.80	52.83	55.88	57.91
05	51.30	53.36	56.44	58.49
06	51.82	53.89	57.00	59.07
07	52.34	54.43	57.57	59.66
08	52.86	54.97	58.15	60.26
09	53.39	55.52	58.73	60.86
10	53.92	56.08	59.31	61.47
11	54.46	56.64	59.91	62.09
12	55.01	57.21	60.51	62.71
13	55.56	57.78	61.11	63.33
14	56.11	58.36	61.72	63.97
15	56.67	58.94	62.34	64.61
16	57.24	59.53	62.96	65.25
17	57.81	60.12	63.59	65.91
18	58.39	60.73	64.23	66.56
19	58.97	61.33	64.87	67.23
20	59.56	61.95	65.52	67.90

*	Range 1	Noncredit TLC Adjunct (Base Pay w/Bachelor's Degree)
**	Range 3	Noncredit TLC Adjunct Bachelor's + Prof. Dev. per Article 19
***	Range 2	Noncredit TLC Adjunct (Base Pay w/Master's Degree)
****	Range 4	Noncredit TLC Adjunct Master's + Prof. Dev. per Article 19

Method of placement on the Noncredit Adjunct (Hourly) Salary Schedule is:

*	1.	All adjunct (hourly) instructors are initially placed on Step 1. Advancement to each
**	2.	Completion of the Professional Development program with a bachelor’s degree per
***	3.	Academic Adjunct instructors with an earned master’s degree in a relevant field from
****	4.	Completion of the Professional Development program with a master’s degree per

Salary Schedule effective: 7/1/2021
Board Approved: 11/9/2022

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
PROPOSED ADJUNCT SALARY SCHEDULE 7
2020-2021

Compensation for Noncredit The Learning Center (TLC) Adjunct (Hourly) Faculty

	Range			
Step	A	B	C	D
01	46.84	48.71	51.52	53.40
02	47.31	49.20	52.04	53.93
03	47.78	49.69	52.56	54.47
04	48.26	50.19	53.08	55.01
05	48.74	50.69	53.62	55.56
06	49.23	51.20	54.15	56.12
07	49.72	51.71	54.69	56.68
08	50.22	52.23	55.24	57.25
09	50.72	52.75	55.79	57.82
10	51.23	53.28	56.35	58.40
11	51.74	53.81	56.91	58.98
12	52.26	54.35	57.48	59.57
13	52.78	54.89	58.06	60.17
14	53.31	55.44	58.64	60.77
15	53.84	55.99	59.22	61.38
16	54.38	56.55	59.82	61.99
17	54.92	57.12	60.41	62.61
18	55.47	57.69	61.02	63.24
19	56.03	58.27	61.63	63.87
20	56.59	58.85	62.25	64.51

*	Range 1	Noncredit TLC Adjunct (Base Pay w/Bachelor's Degree)
**	Range 3	Noncredit TLC Adjunct Bachelor's + Prof. Dev. per Article 19
***	Range 2	Noncredit TLC Adjunct (Base Pay w/Master's Degree)
****	Range 4	Noncredit TLC Adjunct Master's + Prof. Dev. per Article 19

Method of placement on the Noncredit Adjunct (Hourly) Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Step 1. Advancement to each

** 2. Completion of the Professional Development program with a bachelor's degree per

*** 3. Academic Adjunct instructors with an earned master’s degree in a relevant field from

**** 4. Completion of the Professional Development program with a master's degree per

Salary Schedule effective: 07/01/2020

Board Approved: 10/14/20

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
NONCREDIT THE LEARNING CENTER (TLC) ADJUNCT SALARY SCHEDULE (7)
2019-2020

Compensation for Noncredit The Learning Center (TLC) Adjunct (Hourly) Faculty

Range	Step 1	Step 2	
1	45.96	49.18	*Noncredit TLC Adjunct (Base Pay w/Bachelor's Degree)
2	49.18	52.63	**Noncredit TLC Adjunct (Base Pay w/Master's Degree)
3	50.56	54.10	*** Noncredit TLC Adjunct Bachelor's + Prof. Dev. per Article 19
4	54.10	57.89	*** Noncredit TLC Adjunct Master's + Prof. Dev. per Article 19

Method of placement on the Noncredit Adjunct (Hourly) Salary Schedule is:

* Advancement to Step 2 of the salary schedule requires that an adjunct (hourly) instructor complete four (4) semesters of service (excluding summer and intersessions).

** Academic Adjunct instructors with an earned master's degree in a relevant field from an accredited institution will be placed on Range 2 of the Noncredit Adjunct Salary Schedule.

*** Completion of the Professional Development program per Article 19 adds approximately 10% salary increase. Salary scales are rounded to the nearest cent per standard rounding methods. Upon which time the targeted 3% salary change is modified by the rounding to a difference of over .5%, the District and AFT will agree to a one-time salary scale adjustment.

Salary Schedule effective: 07/01/2019
Board Approved: 10/14/20

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
NONCREDIT THE LEARNING CENTER (TLC) ADJUNCT SALARY SCHEDULE (7)
2018-2019

Compensation for Noncredit The Learning Center (TLC) Adjunct (Hourly) Faculty

Range	Step 1	Step 2	
1	45.06	48.22	*Noncredit TLC Adjunct (Base Pay w/Bachelor's Degree)
2	48.22	51.60	**Noncredit TLC Adjunct (Base Pay w/Master's Degree)
3	49.57	53.04	*** Noncredit TLC Adjunct Bachelor's + Prof. Dev. per Article 19
4	53.04	56.75	*** Noncredit TLC Adjunct Master's + Prof. Dev. per Article 19

Method of placement on the Noncredit Adjunct (Hourly) Salary Schedule is:

* 1. Advancement to Step 2 of the salary schedule requires that an adjunct (hourly) instructor complete four (4) semesters of service (excluding summer and intersessions).

** 2. Academic Adjunct instructors with an earned master's degree in a relevant field from an accredited institution will be place on Range 2 of the Noncredit Adjunct Salary Schedule.

*** 3. Completion of the Professional Development program per Article 19 adds approximately 10% methods. Upon which time the targeted 3% salary change is modified by the rounding to a difference of over .5%, the District and AFT will agree to a one-time salary scale adjustment.

Salary Schedule effective: 07/01/2018
Board Approved: 10/14/20

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
NONCREDIT THE LEARNING CENTER (TLC) ADJUNCT SALARY SCHEDULE (7)
2017-2018
Effective July 1, 2017

Compensation for Noncredit The Learning Center (TLC) Adjunct (Hourly) Faculty

Range	Step 1	Step 2		
1	43.45	46.49	*	Noncredit TLC Adjunct (Base Pay w/Bachelor's Degree)
2	46.49	49.75	**	Noncredit TLC Adjunct (Base Pay w/Master's Degree)
3	47.80	51.14	***	Noncredit TLC Adjunct Bachelor's + Prof. Dev. per Article 19
4	51.14	54.72	***	Noncredit TLC Adjunct Master's + Prof. Dev. per Article 19

Method of placement on the Noncredit Adjunct (Hourly) Salary Schedule is:

* 1. Advancement to Step 2 of the salary schedule requires that an adjunct (hourly) instructor complete four (4) semesters of service (excluding summer and intersessions).

** 2. Academic Adjunct instructors with an earned master's degree in a relevant field from an accredited institution will be placed on Range 2 of the Noncredit Adjunct Salary Schedule.

*** 3. Completion of the Professional Development program per Article 19 adds approximately 10% salary increase. Salary scales are rounded to the nearest cent per standard rounding methods. Upon which time the targeted 3% salary change is modified by the rounding to a difference of over .5%, the District and AFT will agree to a one-time salary scale adjustment.

Salary Schedule effective: 07/01/2017
Board Approved: 06/27/18

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 6
2024-25

Academic & Associate Credit Adjunct (Hourly) Non-Instructional Rate

	Range			
Step	A	B	C	D
01	58.01	60.33	63.83	66.14
02	58.59	60.94	64.44	66.81
03	59.20	61.55	65.11	67.46
04	59.77	62.16	65.77	68.14
05	60.37	62.78	66.40	68.82
06	60.98	63.41	67.07	69.51
07	61.58	64.05	67.75	70.20
08	62.20	64.68	68.42	70.90
09	62.83	65.33	69.11	71.62
10	63.43	66.01	69.81	72.35
11	64.08	66.65	70.50	73.06
12	64.75	67.32	71.19	73.78
13	65.37	67.98	71.91	74.53
14	66.04	68.68	72.63	75.27
15	66.69	69.35	73.36	76.02
16	67.35	70.06	74.09	76.78
17	68.03	70.75	74.83	77.55
18	68.71	71.46	75.59	78.31
19	69.39	72.16	76.34	79.10
20	70.09	72.89	77.11	79.91

*	Range 1	Credit & Enhanced Noncredit Adjunct (Base Pay)
**	Range 2	Credit & Enhanced Noncredit Adjunct + CFT
***	Range 3	Credit & Enhanced Noncredit Adjunct with Doctorate
****	Range 4	Credit & Enhanced Noncredit Adjunct with Doctorate + CFT

Method of placement on the Academic Adjunct (Hourly) Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Step 1 of the Adjunct (Hourly) Salary Schedule. Advancement to each subsequent Step after initial placement on the salary schedule requires that an adjunct (hourly) instructor complete two (2) semesters of service (excluding summer and intersessions).

** 2. Placement on Range B of the Adjunct (Hourly) Salary Schedule requires the completion of a skilled teacher program (CFT) specified in Article 19 A.

*** 3. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution will be placed on Range C of the Adjunct (Hourly) Salary Schedule.

**** 4. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution and the completion of a skilled teacher program (CFT) specified in Article 19 A will be placed on Range D of the Adjunct (Hourly) Salary Schedule.

Salary Schedule effective: 7/1/2024
Board Approved: 1/21/2026

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 6
2023-24

Academic & Associate Credit Adjunct (Hourly) Non-Instructional Rate

	Range			
Step	A	B	C	D
01	57.40	59.69	63.15	65.44
02	57.97	60.29	63.76	66.10
03	58.57	60.90	64.42	66.75
04	59.14	61.50	65.07	67.42
05	59.73	62.12	65.70	68.09
06	60.33	62.74	66.36	68.77
07	60.93	63.37	67.03	69.46
08	61.54	64.00	67.70	70.15
09	62.16	64.64	68.38	70.86
10	62.76	65.31	69.07	71.58
11	63.40	65.94	69.75	72.29
12	64.06	66.61	70.44	73.00
13	64.68	67.26	71.15	73.74
14	65.34	67.95	71.86	74.47
15	65.98	68.62	72.58	75.22
16	66.64	69.32	73.31	75.97
17	67.31	70.00	74.04	76.73
18	67.98	70.70	74.79	77.48
19	68.66	71.40	75.53	78.26
20	69.35	72.12	76.29	79.06

*	Range 1	Credit & Enhanced Noncredit Adjunct (Base Pay)
**	Range 2	Credit & Enhanced Noncredit Adjunct + CFT
***	Range 3	Credit & Enhanced Noncredit Adjunct with Doctorate
****	Range 4	Credit & Enhanced Noncredit Adjunct with Doctorate + CFT

Method of placement on the Academic Adjunct (Hourly) Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Step 1 of the Adjunct (Hourly) Salary Schedule. Advancement to each subsequent Step after initial placement on the salary schedule requires that an adjunct (hourly) instructor complete two (2) semesters of service (excluding summer and intersessions).

** 2. Placement on Range B of the Adjunct (Hourly) Salary Schedule requires the completion of a skilled teacher program (CFT) specified in Article 19 A.

*** 3. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution will be placed on Range C of the Adjunct (Hourly) Salary Schedule.

**** 4. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution and the completion of a skilled teacher program (CFT) specified in Article 19 A will be placed on Range D of the Adjunct (Hourly) Salary Schedule.

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 6
2022-23

Academic & Associate Credit Adjunct (Hourly) Non-Instructional Rate

	Range			
Step	A	B	C	D
01	51.04	53.08	56.15	58.19
02	51.55	53.61	56.70	58.78
03	52.08	54.15	57.28	59.35
04	52.59	54.69	57.86	59.95
05	53.11	55.24	58.42	60.55
06	53.65	55.79	59.01	61.15
07	54.18	56.35	59.60	61.76
08	54.72	56.91	60.20	62.38
09	55.27	57.48	60.80	63.01
10	55.81	58.07	61.42	63.65
11	56.38	58.63	62.02	64.28
12	56.96	59.23	62.64	64.91
13	57.51	59.81	63.27	65.57
14	58.10	60.42	63.90	66.22
15	58.67	61.02	64.54	66.89
16	59.26	61.64	65.19	67.55
17	59.85	62.24	65.84	68.23
18	60.45	62.87	66.50	68.90
19	61.05	63.49	67.16	69.59
20	61.67	64.13	67.84	70.30

*	Range 1	Credit & Enhanced Noncredit Adjunct (Base Pay)
**	Range 2	Credit & Enhanced Noncredit Adjunct + CFT
***	Range 3	Credit & Enhanced Noncredit Adjunct with Doctorate
****	Range 4	Credit & Enhanced Noncredit Adjunct with Doctorate + CFT

Method of placement on the Academic Adjunct (Hourly) Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Step 1 of the Adjunct (Hourly) Salary Schedule. Advancement to each subsequent Step after initial placement on the salary schedule requires that an adjunct (hourly) instructor complete two (2) semesters of service (excluding summer and intersessions).

** 2. Placement on Range B of the Adjunct (Hourly) Salary Schedule requires the completion of a skilled teacher program (CFT) specified in Article 19 A.

*** 3. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution will be placed on Range C of the Adjunct (Hourly) Salary Schedule.

**** 4. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution and the completion of a skilled teacher program (CFT) specified in Article 19 A will be placed on Range D of the Adjunct (Hourly) Salary Schedule.

SANTA CLARITA COMMUNITY COLLEGE
DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 6
2021-2022

Academic & Associate Credit Adjunct (Hourly) Non-Instructional Rate

	Range			
Step	A	B	C	D
01	46.01	47.85	50.61	52.45
02	46.47	48.32	51.11	52.98
03	46.94	48.81	51.63	53.50
04	47.40	49.30	52.15	54.04
05	47.87	49.79	52.66	54.58
06	48.36	50.29	53.19	55.12
07	48.84	50.79	53.72	55.67
08	49.32	51.30	54.26	56.23
09	49.82	51.81	54.80	56.80
10	50.31	52.34	55.36	57.37
11	50.82	52.85	55.90	57.94
12	51.34	53.39	56.46	58.51
13	51.84	53.91	57.03	59.10
14	52.37	54.46	57.60	59.69
15	52.88	55.00	58.18	60.29
16	53.42	55.56	58.76	60.89
17	53.95	56.10	59.35	61.50
18	54.49	56.67	59.94	62.11
19	55.03	57.23	60.54	62.73
20	55.59	57.81	61.15	63.37

*	Range 1	Credit & Enhanced Noncredit Adjunct (Base Pay)
**	Range 2	Credit & Enhanced Noncredit Adjunct + CFT
***	Range 3	Credit & Enhanced Noncredit Adjunct with Doctorate
****	Range 4	Credit & Enhanced Noncredit Adjunct with Doctorate + CFT

Method of placement on the Academic Adjunct (Hourly) Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Step 1 of the Adjunct (Hourly) Salary Schedule. Advancement to each subsequent Step after initial placement on the salary schedule requires that an adjunct (hourly) instructor complete two (2) semesters of service (excluding summer and intersessions).

** 2. Placement on Range B of the Adjunct (Hourly) Salary Schedule requires the completion of a skilled teacher program (CFT) specified in Article 19 A.

*** 3. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution will be placed on Range C of the Adjunct (Hourly) Salary Schedule.

**** 4. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution and the completion of a skilled teacher program (CFT) specified in Article 19 A will be placed on Range D of the Adjunct (Hourly) Salary Schedule.

Salary Schedule effective: 7/1/2021

SANTA CLARITA COMMUNITY COLLEGE
DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT SALARY SCHEDULE 6
2020-2021

Academic & Associate Credit Adjunct (Hourly) Non-Instructional Rate

	Range			
Step	A	B	C	D
01	43.71	45.46	48.08	49.83
02	44.15	45.91	48.56	50.33
03	44.59	46.37	49.05	50.83
04	45.03	46.84	49.54	51.34
05	45.48	47.30	50.03	51.85
06	45.94	47.78	50.53	52.37
07	46.40	48.25	51.04	52.89
08	46.86	48.74	51.55	53.42
09	47.33	49.22	52.06	53.96
10	47.80	49.72	52.59	54.50
11	48.28	50.21	53.11	55.04
12	48.77	50.72	53.64	55.59
13	49.25	51.22	54.18	56.15
14	49.75	51.74	54.72	56.71
15	50.24	52.25	55.27	57.28
16	50.75	52.78	55.82	57.85
17	51.25	53.30	56.38	58.43
18	51.77	53.84	56.94	59.01
19	52.28	54.37	57.51	59.60
20	52.81	54.92	58.09	60.20

*	Range 1	Credit & Enhanced Noncredit Adjunct (Base Pay)
**	Range 2	Credit & Enhanced Noncredit Adjunct + CFT
***	Range 3	Credit & Enhanced Noncredit Adjunct with Doctorate
****	Range 4	Credit & Enhanced Noncredit Adjunct with Doctorate + CFT

Method of placement on the Academic Adjunct (Hourly) Salary Schedule is:

*1. All adjunct (hourly) instructors are initially placed on Step 1 of the Adjunct (Hourly) Salary Schedule. Advancement to each subsequent Step after initial placement on the salary schedule requires that an adjunct (hourly) instructor complete two (2) semesters of service (excluding summer and intersessions).

**2. Placement on Range B of the Adjunct (Hourly) Salary Schedule requires the completion of a skilled teacher program (CFT) specified in Article 19 A.

***3. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution will be placed on Range C of the Adjunct (Hourly) Salary Schedule.

****4. Adjunct instructors with an earned doctorate (Ph.D., J.D., Ed.D., etc.) in a relevant field from an accredited institution and the completion of a skilled teacher program (CFT) specified in Article 19 A will be placed on Range D of the Adjunct (Hourly) Salary Schedule.

Salary Schedule effective: 07/01/2020

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
ADJUNCT NON-INSTRUCTIONAL SALARY SCHEDULE (6)
2017-2018

Academic & Associate Credit Adjunct (Hourly) Non-Instructional Rate

Range	Step 1	Step 2	Step 3		
1	40.55	43.39	44.69	*	Academic Adjunct (Base Pay)
2	44.61	47.74	49.16	**	Associate Adjunct (Base Pay)
3	44.61	47.74	49.16	***	Academic Adjunct with Doctorate
4	49.07	52.51	54.08	****	Associate Adjunct with Doctorate

Method of placement on the Academic & Associate Credit Adjunct (Hourly) Faculty Salary Schedule is:

* 1. All adjunct (hourly) instructors are initially placed on Range 1 / Step 1 of the Academic Adjunct (Hourly) Salary Schedule.

2. Advancement to Step 2 of the salary schedule requires that an adjunct (hourly) instructor complete four (4) semesters of service (excluding summer and intersessions).

3. Advancement to Step 3 of the salary schedule requires that an adjunct (hourly) instructor complete six (6) semesters of service at Step 2 (excluding summer and intersessions).

** 4. Placement on Range 2 of the Associate Adjunct (Hourly) Salary Schedule requires:
The completion of the Professional Development program specified in Article 19 A.
OR
The completion of twelve (12) units of teaching methodology and/or coursework in the area of assignment. The coursework must be pre-approved by the CIO.

*** 5. Academic Adjunct instructors with an earned doctorate (Ph.D. or Ed.D.) in a relevant field from an accredited institution will be placed on Range 3 of the Academic Adjunct (Hourly) Salary Schedule.

**** 6. Associate Adjunct instructors with an earned doctorate (Ph.D. or Ed.D.) in a relevant field from an accredited institution will be placed on Range 4 of the Associate Adjunct (Hourly) Salary Schedule.

Salary Schedule effective: 07/01/2017
Board Approved: 06/27/2018

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
COMPENSATION FOR SCHEDULED OFFICE HOURS
ADJUNCT (HOURLY) FACULTY
SALARY SCHEDULE (F)

2023-2024

Hourly Rate: 65% of the Instructional Rate

Salary schedule effective 7/1/2023
Board Approved: 7/12/2023

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
COMPENSATION FOR SCHEDULED OFFICE HOURS
ADJUNCT (HOURLY) FACULTY
SALARY SCHEDULE (F)
2017-2018
Effective August 21, 2017

Hourly Rate: $40.00

Salary schedule effective: 08/21/2017
Board Approved: 06/27/2018

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
COMPENSATION FOR SCHEDULED OFFICE HOURS
ADJUNCT (HOURLY) FACULTY
SALARY SCHEDULE (F)

2016-2017

Hourly Rate: $20.00

Salary schedule effective 08/22/16
Board Approved: 5/11/2016

APPENDIX B: LIBRARIAN EVALUATION FORM

ADMINISTRATIVE AND PEER EVALUATION FORM FACULTY –Librarian Evaluation
(Article 8 - Evaluation)

FACULTY NAME: _____SEMESTER/YEAR: _____

DEPARTMENT/PROGRAM: _____

EVALUATION DATE: _____ EVALUATOR'S NAME: _____
(please print)

EVALUATION TYPE: ☐ Administrative ☐ Peer

This form may not be modified *unless agreed upon by the District and AFT 6262.*

This form uses both objective and narrative data. Please use the rating system for each applicable criterion. Then, write a brief narrative for each section and, finally, a comprehensive summary statement.

Rating system:

4 – Exceeds Expectations	1 – Unsatisfactory
3 – Meets Expectations	NO – Not Observed
2 –Developing	

SECTION I.

PART A: Individual Workshop Session (Optional for Librarians)	**EE**	**ME**	**DE**	**U**	**NO**
1. Information provided is clear, concise, effective, and understandable.					
2. Demonstrates patience, empathy, and approachability when assisting students.					
3. Effectively teaches students how to locate, evaluate, and ethically use information.					
4. Demonstrates knowledge of Library's collections and resources.					
5. Fosters environment that is welcoming and supportive to diverse student populations.					
6. Uses relevant materials and theories.					
7. Provides accurate, thorough, and timely research support to students and faculty.					
8. Presents course content in a manner that is accessible and that supports the achievement of learning outcomes.					
9. Captures and maintains student interest in the subject matter					
10. Fosters an active learning environment.					
11. Provides students the opportunity to engage with the material in a variety of ways.					

Total Score for this Section:	

Narrative Comments: If any area is marked as 'Developing' or 'Unsatisfactory' the evaluator shall recommend a plan for improvement and identify any resources and/or support needed to assist the instructor's development in that area.

PART B: Relationship with students and colleagues	**EE**	**ME**	**DE**	**U**	**NO**
12. Demonstrates sensitivity and respect when working with students.					
13. Demonstrates sensitivity and respect when working with colleagues.					
Total Score for this Section:					

Narrative Comments: If any area is marked as 'Developing' or 'Unsatisfactory' the evaluator shall provide examples and recommend a plan for improvement and identify any resources and/or support needed to assist the instructor's development in that area.

PART C: Other job requirements (to be completed by Dean or appropriate supervisor)	**EE**	**ME**	**DE**	**U**	**NO**
1. Is punctual and available to students during scheduled hours.					
2. Follows health and safety regulations.					
3. Works with student and/or student support services to provide reasonable accommodations and provides accessible materials where appropriate.					
4. Attends required meetings. (If Applicable)					
5. Responds to communication in a timely manner, generally considered within two school days.					
6. Complies with the guidelines established by American Library Association Code of Ethics (ALA).					

Narrative Comments: If any area is marked as 'Developing' or 'Unsatisfactory' the evaluator shall recommend a plan for improvement and identify any resources and/or support needed to assist the instructor's development in that area.

MUST BE THE TRUE MATHEMATICAL AVERAGE OF THE ABOVE RATINGS (PART A, B, AND IF APPLICABLE D OR E)

SECTION II. EVALUATOR'S COMPREHENSIVE SUMMARY STATEMENT:

(Please include comments, if appropriate, concerning respect for students, respect for colleagues, professional growth, and department/college responsibilities. Attach additional pages if needed.

SECTION III. DEAN COMMENTS:

Dean's Response:

Note for Deans Regarding Below Average Evaluations

If an evaluation is marked as below average in any area, please ensure that the evaluator has included specific, actionable feedback and clear recommendations for improvement. This not only helps support the adjunct in their professional development but also ensures transparency and consistency in the evaluation process.

Date: _____ _____
Signature of Evaluator

Date: _____ _____
Signature of Dean

This form may not be modified *unless agreed upon by the District and AFT 6262.* *REV 8/29/25*

SECTION IV. UNIT MEMBER'S COMMENTS:

Unit Member's Response:

I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement with the ratings and that I have the right to attach to this report my comments, which I will submit within ten days. Both evaluation and comments will be placed in my personnel file. I am aware of my rights as provided in Article 8.

_____ _____ _____

Date Signature of Evaluatee

The purposes of evaluation are contained in Articles 8 of the Agreement.

APPENDIX B: ADJUNCT HEAD COACH NON-INSTRUCTIONAL EVALUATION FORM

COLLEGE OF THE CANYONS

ADMINISTRATIVE AND PEER EVALUATION FORM FACULTY
Adjunct Head Coach (Non Instructional)
(Article 8 - Evaluation)
College of the Canyons

Coach Name: _____

Sport: _____ Year _____

EVALUATION DATE: _____ EVALUATOR'S NAME: _____
(please print)

Adjunct Head Coaching Evaluation
College of the Canyons

This form may not be modified *unless agreed upon by the District and AFT 6262.*

This form uses both objective and narrative data. Please use the rating system for each applicable criterion. Then, write a brief narrative for each section and, finally, a comprehensive summary statement.

Rating system:

4 – Exceeds Expectations	1 – Unsatisfactory
3 – Meets Expectations	NO – Not Observed
2 –Developing	

SECTION I.

Athletic Schedule, Events, Activities	**EE**	**ME**	**DE**	**U**	**NO**
• Establishes and adheres to a schedule of scrimmages, practices, and competitions; and holds team meetings as needed.					
• Submits in a timely manner schedules for practice and competitive events to the dean/athletic director for approval.					
• Attends and coaches scheduled practices and competitions.					
• Maintains professional conduct in relation to all attendees and participants during competitive events.					
• Notifies the appropriate offices when an event has been postponed or cancelled.					
• Coordinates transportation, meals, and lodging for the team when necessary.					

Total Score:					

Narrative Comments: If any area is marked as 'Developing' or 'Unsatisfactory' the evaluator should recommend a plan for improvement and identify any resources and/or support needed to assist the instructor's development in that area.

Athletic Eligibility, Recruitment, Student Success	**EE**	**ME**	**DE**	**U**	**NO**
• Complies with the recruiting guidelines established by college administration and the California Community College Athletic Association (3C2A).					
• Adheres to the athletic department academic and medical eligibility procedures for student athletes.					
• Develops and implements a comprehensive recruiting plan and consistently maintains a full roster.					
• Cooperates with athletic counselor(s) and other appropriate staff to ensure the academic success of student athletes.					
• Maintains contact with student athletes during the off-season and summer months.					
• Maintains professional and respectful working relationships with support staff, including but not limited to athletic coordinator, equipment managers, athletic trainers, and sports information director.					
Total Score:					

Narrative Comments: If any area is marked as 'Developing' or 'Unsatisfactory' the evaluator should recommend a plan for improvement and identify any resources and/or support needed to assist the instructor's development in that area.

Professionalism	**EE**	**ME**	**DE**	**U**	**NO**
• Maintains adequate records.					
• Submits required departmental documentation.					
• Is punctual and available to students athletes.					
• Follows health and safety regulations.					
• Works with student and/or student support services to provide reasonable accommodations and provides accessible materials where appropriate.					
• Follows the District's purchasing guidelines, and staying within budget.					
• Participates in fundraising activities, both department wide and for respective team.					
• Attends required meetings as well as attends athletic events, including but not limited to orientations, student athlete dinner and athletic hall of fame.					

• Responds to communication in a timely manner, generally considered within two school days.					
Narrative Comments: If any area is marked as 'Developing' or 'Unsatisfactory' the evaluator should recommend a plan for improvement and identify any resources and/or support needed to assist the instructor's development in that area.					
Total Score:					
Narrative Comments: If any area is marked as 'Developing' or 'Unsatisfactory' the evaluator should recommend a plan for improvement and identify any resources and/or support needed to assist the instructor's development in that area.					

SECTION II. ATHLETIC DIRECTOR'S COMPREHENSIVE SUMMARY STATEMENT:

(Please include comments, if appropriate, concerning respect for students, respect for colleagues, professional growth, and department/college responsibilities. Attach additional pages if needed.)

SECTION III. DEAN COMMENTS:

Dean's Response:

Note for Deans Regarding Below Average Evaluations

If an evaluation is marked as below average in any area, please ensure that the evaluator has included specific, actionable feedback and clear recommendations for improvement. This not only helps support the adjunct in their professional development but also ensures transparency and consistency in the evaluation process.

Date: _____ _____
Signature of Evaluator

Date: _____ _____
Signature of Dean

SECTION IV. UNIT MEMBER'S COMMENTS:

Unit Member's Response:

I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement with the ratings and that I have the right to attach to this report my comments, which I will submit within ten days. Both evaluation and comments will be placed in my personnel file. I am aware of my rights as provided in Article 8.

_____	_____	_____
Date	Signature of Evaluatee	

The purposes of evaluation are contained in Articles 8 of the Agreement.

APPENDIX B: NON-INSTRUCTIONAL COUNSELING EVALUATION FORM

COLLEGE OF THE CANYONS

ADMINISTRATIVE AND PEER EVALUATION FORM FACULTY –
Noninstructional Counseling Evaluation
(Article 8 - Evaluation)

FACULTY NAME: _____SEMESTER/YEAR: _____

DEPARTMENT/PROGRAM: _____

EVALUATION DATE: _____ EVALUATOR'S NAME: _____
(please print)

EVALUATION TYPE: ☐ Administrative ☐ Peer

This form may not be modified *unless agreed upon by the District and AFT 6262.*

This form uses both objective and narrative data. Please use the rating system for each applicable criterion. Then, write a brief narrative for each section and, finally, a comprehensive summary statement.

Rating system:

4 – Exceeds Expectations	1 – Unsatisfactory
3 – Meets Expectations	NO – Not Observed
2 –Developing	

SECTION I.

PART A: Academic, Career, and Transfer Planning	**EE**	**ME**	**DE**	**U**	**NO**
1. Information provided is clear, concise, effective, and understandable.					
2. Adapts to student questions using multiple approaches.					
3. Information provided is current, accurate, and complete.					
4. Demonstrates knowledge of department standards and expectations.					
5. Fosters environment that is welcoming and supportive to diverse student populations.					
6. Uses relevant materials and theories.					
7. Uses time in an effective manner.					
8. Presents content in a manner that is structured, easy to follow, and supports student understanding and engagement in the academic, career, and/or transfer process.					
9. Encourages student participation and decision making in the planning process.					

10. Provides accurate and current information to students about college processes and policies.					
11. Provides relevant materials, websites, documents, and resources to aid the student in academic, career, and/or transfer planning.					
Total Score for this Section:					

Narrative Comments: If any area is marked as 'Developing' or 'Unsatisfactory' the evaluator shall recommend a plan for improvement and identify any resources and/or support needed to assist the instructor's development in that area.

PART B: Relationship with students and colleagues	**EE**	**ME**	**DE**	**U**	**NO**
12. Demonstrates sensitivity and respect when working with students.					
13. Demonstrates sensitivity and respect when working with colleagues.					
Total Score for this Section:					

Narrative Comments: If any area is marked as 'Developing' or 'Unsatisfactory' the evaluator shall provide examples and recommend a plan for improvement and identify any resources and/or support needed to assist the instructor's development in that area.

PART C: Other job requirements (to be completed by Dean or appropriate supervisor)	**EE**	**ME**	**DE**	**U**	**NO**
14. Completes forms and paperwork in a timely manner and submits them for processing in accordance with current college processes.					
15. Completes notes in a timely manner and ensures that notes are clear, concise, and accurately convey topics covered during student-counselor interaction.					
16. Is punctual and available to students during scheduled hours.					
17. Follows health and safety regulations.					
18. Works with student and/or student support services to provide reasonable accommodations and provides accessible materials where appropriate.					
19. Attends required meetings. (If Applicable)					
20. Responds to communication in a timely manner, generally considered within two school days.					

Narrative Comments: If any area is marked as 'Developing' or 'Unsatisfactory' the evaluator shall recommend a plan for improvement and identify any resources and/or support needed to assist the instructor's development in that area.

MUST BE THE TRUE MATHEMATICAL AVERAGE OF THE ABOVE RATINGS (PART A, B, AND IF APPLICABLE D OR E)

SECTION II. EVALUATOR'S COMPREHENSIVE SUMMARY STATEMENT:

(Please include comments, if appropriate, concerning respect for students, respect for colleagues, professional growth, and department/college responsibilities. Attach additional pages if needed.

SECTION III. DEAN COMMENTS:

Dean's Response:

Note for Deans Regarding Below Average Evaluations

If an evaluation is marked as below average in any area, please ensure that the evaluator has included specific, actionable feedback and clear recommendations for improvement. This not only helps support the adjunct in their professional development but also ensures transparency and consistency in the evaluation process.

Date: _____ _____
Signature of Evaluator

Date: _____ _____
Signature of Dean

This form may not be modified *unless agreed upon by the District and AFT 6262.* *REV 8/29/25*

SECTION IV. UNIT MEMBER'S COMMENTS:

Unit Member's Response:

I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement with the ratings and that I have the right to attach to this report my comments, which I will submit within ten days. Both evaluation and comments will be placed in my personnel file. I am aware of my rights as provided in Article 8.

_____ _____ _____

Date Signature of Evaluatee

The purposes of evaluation are contained in Articles 8 of the Agreement.

APPENDIX B: FACULTY INSTRUCTIONAL EVALUATION

COLLEGE OF THE CANYONS

ADMINISTRATIVE AND PEER EVALUATION FORM FACULTY –
Instructional Evaluation
(Article 8 - Evaluation)

FACULTY NAME: _____SEMESTER/YEAR: _____

DEPARTMENT/PROGRAM: _____

COURSE AND SECTION NUMBER: ___ LENGTH OF VISIT: _____

EVALUATION DATE: _____ EVALUATOR'S NAME: _____
(please print)

EVALUATION TYPE: ☐ Administrative ☐ Peer

This form may not be modified *unless agreed upon by the District and AFT 6262.*

This form uses both objective and narrative data. Please use the rating system for each applicable criterion. Then, write a brief narrative for each section and, finally, a comprehensive summary statement.

Rating system:

4 – Exceeds Expectations	1 – Unsatisfactory
3 – Meets Expectations	NO – Not Observed
2 –Developing	

SECTION I.

PART A: Individual Session Instruction	**EE**	**ME**	**DE**	**U**	**NO**
1. Delivery is effective and understandable.					
2. Adapts to student questions using multiple approaches.					
3. Effectively structures and sequences student learning to support comprehension and skill development.					
4. Demonstrates knowledge of department(s) or discipline(s) curriculum and course expectations.					
5. Fosters welcoming environment that is conducive to diverse learners.					
6. Uses relevant materials and theories.					
7. Uses class time in an effective manner.					
8. Presents course content in a manner that is accessible and that supports the achievement of learning outcomes.					
9. Captures and maintains student interest in the subject matter.					
10. Fosters an active learning environment.					

11. Provides students the opportunity to engage with the material in a variety of ways.					
Total Score for this Section:					

Narrative Comments: If any area is marked as 'Developing' or 'Unsatisfactory' the evaluator shall recommend a plan for improvement and identify any resources and/or support needed to assist the instructor's development in that area.

PART B: Relationship with students and colleagues	**EE**	**ME**	**DE**	**U**	**NO**
12. Demonstrates sensitivity and respect when working with students as demonstrated in Part A.					
13. Demonstrates sensitivity and respect when working with colleagues as demonstrated in Part C.					
Total Score for this Section:					

Narrative Comments: If any area is marked as 'Developing' or 'Unsatisfactory' the evaluator shall provide examples and recommend a plan for improvement and identify any resources and/or support needed to assist the instructor's development in that area.

PART C: Other job requirements (to be completed by Dean or appropriate supervisor)	**EE**	**ME**	**DE**	**U**	**NO**
14. Maintains adequate records and submits syllabus in a timely manner					
15. Submits required departmental documentation, including census, and/or positive attendance, and grades on time.					
16. Is punctual and available to students during scheduled office hours.					
17. Follows health and safety regulations.					
18. Works with student and/or student support services to provide reasonable accommodations and provides accessible materials where appropriate.					
19. Attends required meetings. (If Applicable)					
20. Responds to communication in a timely manner, generally considered within two school days.					

Narrative Comments: If any area is marked as 'Developing' or 'Unsatisfactory' the evaluator shall recommend a plan for improvement and identify any resources and/or support needed to assist the instructor's development in that area.					
PART D: Online/Hybrid Instruction	**EE**	**ME**	**DE**	**U**	**NO**
21. LMS course and syllabus are published and accessible to students on or before the first day of class.					
22. Course is organized in a clear and consistent manner using modules or another navigable structure.					
23. Due dates, assignment instructions, and grading criteria clearly communicated in LMS.					
24. Utilize LMS tools (e.g., calendar, syllabus, announcements) to keep students informed and provides clear instructions on how to get technical or instructional support.					
25. Provides a variety of content formats (e.g., recorded lectures, interactive tools, text-based materials) to support diverse learning styles.					
26. Course provides meaningful opportunities for student engagement through. (e.g. discussion boards, peer reviews, etc.)					
27. Course is structured in a way that guides students through weekly assignments.					
28. Course offers regular instructor-student and student-student contact as described in the course outline of record and is demonstrated through multiple techniques. Students receive instructor feedback on questions and assignments in a timely way.					
Total Score for this Section:					

Narrative Comments: If any area is marked as 'Developing' or 'Unsatisfactory' the evaluator shall recommend a plan for improvement and identify any resources and/or support needed to assist the instructor's development in that area.					
PART E: OnlineLive Instruction	**EE**	**ME**	**DE**	**U**	**NO**
29. Uses multiple instructional method(s) appropriate for the subject and to the diversity of students. Facilitates student-to-student interaction. For example, using diverse platform features such as chats, polls, break-out rooms, or shared documents. (Evaluator may review syllabus for evidence of teaching methods.)					
30. Instructor demonstrates thorough preparation and provides clearly defined objectives (examples: verbal, PowerPoint, screen share, video, shared documents).					
Total Score for this Section:					

Narrative Comments: If any area is marked as 'Developing' or 'Unsatisfactory' the evaluator shall recommend a plan for improvement and identify any resources and/or support needed to assist the instructor's development in that area.

MUST BE THE TRUE MATHEMATICAL AVERAGE OF THE ABOVE RATINGS (PART A, B, AND IF APPLICABLE D OR E)

SECTION II. EVALUATOR'S COMPREHENSIVE SUMMARY STATEMENT:

(Please include comments, if appropriate, concerning respect for students, respect for colleagues, professional growth, and department/college responsibilities. Attach additional pages if needed.

SECTION III. DEAN COMMENTS:

Dean's Response:

Note for Deans Regarding Below Average Evaluations

If an evaluation is marked as below average in any area, please ensure that the evaluator has included specific, actionable feedback and clear recommendations for improvement. This not only helps support the adjunct in their professional development but also ensures transparency and consistency in the evaluation process.

Date: _____ _____
Signature of Evaluator

Date: _____ _____
Signature of Dean

SECTION IV. UNIT MEMBER'S COMMENTS:

Unit Member's Response:

This form may not be modified *unless agreed upon by the District and AFT 6262.* *REV 8/29/25*

I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement with the ratings and that I have the right to attach to this report my comments, which I will submit within ten days. Both evaluation and comments will be placed in my personnel file. I am aware of my rights as provided in Article 8.

_____ _____ _____

Date Signature of Evaluatee

The purposes of evaluation are contained in Articles 8 of the Agreement.

This form may not be modified *unless agreed upon by the District and AFT 6262.* *REV 8/29/25*

APPENDIX C: PROFESSIONALISM REPORT

Part-time faculty at College of the Canyons are professionals who are respectful of students and college staff and handle responsibilities in a timely manner. The following report assesses the evaluatee's professionalism and execution of responsibilities during the time period specified.

This report can be requested by the member, the member's department chair, or the member's division dean during any semester or term, irrespective of the member's comprehensive evaluation. It can be completed by the member's department chair or division dean. If Appendix D is completed during a regular evaluation cycle, the member should be notified via e-mail by the division dean ten (10) days in advance of the final review conference. The Professionalism Report should be submitted to the member within twenty-eight (28) calendar days from the observation date (when conducted during a regular evaluation cycle). It will become part of the member's District personnel file.

For this section of the Professionalism Report, whenever an evaluator records a need for improvement score (1, 2 or 3), the evaluator is to provide both supporting evidence and suggested remedies for improvement.

Evaluation Standard:
5 – Always complies
4 – Often complies
3 – Usually complies
2 – Occasionally complies
1 – Seldom complies
N/O – Not observed

A. Professionalism

1. Responds with clarity, promptly and with discretion when working with colleagues, staff and students. 1 2 3 4 5 N/O

Comments: _____
_____
_____

2. Follows appropriate division, department and FERPA guidelines. 1 2 3 4 5 N/O

Comments: _____

3. Observes the proper use of facilities, equipment and supplies. 1 2 3 4 5 N/O

Comments: _____

B. Responsibilities

1. Maintains clear records and submits necessary documentation in a timely manner such as final grades, positive attendance roster where applicable, absence forms, field trip request form, guest lecturer form, etc. 1 2 3 4 5 N/O

Comments: _____

1. Is accessible to students and maintains contractual office hours. 1 2 3 4 5 N/O

Comments: _____

Additional Comments by Division Dean/Department Chair:

Signature of Evaluatee:_____Date: _____

Signature of Department Chair:_____Date: _____

Signature of Instructional Dean:_____Date: _____

Note: Evaluatee's signature does not necessarily imply agreement. It is merely an acknowledgment that the complete report has been read. Evaluatee may submit a written response within ten calendar days of receipt of this evaluation report. The written statement will be filed with this classroom visitation report.

APPENDIX D: STUDENT EVALUATION SURVEY

College of the Canyons
Student Evaluation Survey

Dear Student: The purpose of this survey is to obtain information on how we can improve our courses. To accomplish this, we are asking that you complete this survey and return it in the envelope provided. Your participation is voluntary and every effort will be made to keep your responses confidential. We greatly appreciate your assistance! If you are completing this survey online, please follow the directions that were emailed to you.

Please fill in marks like this: ●

Semester:_____ Year:_____ Course Title:_____

Section #:_____ Instructor Name:_____

1. Organization of course curriculum:	Strongly Agree 5	Agree 4	Neutral 3	Disagree 2	Strongly Disagree 1	Not Applicable
a. Goals and objectives are clearly communicated to students.	O	O	O	O	O	O
b. Key points are conveyed successfully.	O	O	O	O	O	O
c. Material is presented in a logical order.	O	O	O	O	O	O

2. Instructor's behavior, performance, and classroom management:	Strongly Agree 5	Agree 4	Neutral 3	Disagree 2	Strongly Disagree 1	Not Applicable
a. Instructor uses a variety of teaching methods to effectively deliver course material (e.g., videos, PowerPoints, discussion forums, group work, lectures, class activities).	O	O	O	O	O	O
b. Instructor encourages students to engage in critical thinking.	O	O	O	O	O	O
c. Instructor has structured the class in a manner that establishes a good learning environment.	O	O	O	O	O	O
d. Instructor uses the entire class period efficiently and effectively (for an online class, mark not applicable).	O	O	O	O	O	O
e. Instructor responds to questions and grades assignments in a timely manner.	O	O	O	O	O	O
f. Instructor facilitates and encourages online communication between students (for a face to face class, mark not applicable).						

2. Instructor's interpersonal skills:	Strongly Agree 5	Agree 4	Neutral 3	Disagree 2	Strongly Disagree 1	Not Applicable
	O	O	O	O	O	O
a. Instructor demonstrates a caring for student' s success with feedback provided.	O	O	O	O	O	O
b. Instructor demonstrates respect for students.	O	O	O	O	O	O
c. Instructor demonstrates sensitivity to student diversity						

This form may not be modified *unless agreed upon by the District and AFT 6262.* *REV 8/29/25*

Thank you for your participation in this important survey!

4. Class materials (textbooks, syllabi, CD-ROMs, videos, etc.):	Strongly Agree 5	Agree 4	Neutral 3	Disagree 2	Strongly Disagree 1	Not Applicable
a. The syllabus is well organized and easy to follow.	O	O	O	O	O	O
b. Class materials are useful resources in the course.	O	O	O	O	O	O
c. The course materials in Canvas are clearly organized and easy to navigate (if course does not use Canvas, mark not applicable).	O	O	O	O	O	O

5. Grading and assignments (exams, homework, quizzes, and other instruments for grading):	Strongly Agree 5	Agree 4	Neutral 3	Disagree 2	Strongly Disagree 1	Not Applicable
a. Instructor gives helpful comments on assignments completed by students.	O	O	O	O	O	O
b. Instructor clearly explains methods of assigning grades.	O	O	O	O	O	O
c. Assignments and exams relate closely to covered material.	O	O	O	O	O	O
d. Grading system is applied fairly.	O	O	O	O	O	O

6. Level of course challenge:	Strongly Agree 5	Agree 4	Neutral 3	Disagree 2	Strongly Disagree 1	Not Applicable
a. Overall, the amount of work required in this class is fair.	O	O	O	O	O	O
b. Material is challenging, yet mastery is attainable.	O	O	O	O	O	O
c. I am learning a lot in this class.	O	O	O	O	O	O
d. I found this delivery format effective (on campus or online)	O	O	O	O	O	O

Comments

Please provide any additional comments you may have regarding the course or the instructor's teaching style or professionalism.

Student Evaluation Survey 3/25/16

This form may not be modified *unless agreed upon by the District and AFT 6262.* *REV 8/29/25*

APPENDIX E: DISTRICT-COMPENSATED COMMITTEES

Per Article 11.B.5, the District will compensate one unit member per committee/team, (additional unit members may be approved at the discretion of the CIO) at the non-instructional rate per the adjunct salary schedule for service on the following committees:

- Academic Freedom
- Accreditation Committee and Team(s)
- College Planning Team
- Curriculum Committee
- Educational Technology Committee
- Enrollment Management Committee
- Health and Safety Committee
- Instructional Resources Committee
- President's Advisory Council on Budget

Unit members will submit a timesheet to the administrative committee chair or co-chair after each meeting. The administrative chair or co-chair will be responsible for ensuring adjunct compensation while serving on the above committees.

APPENDIX F: SCHEDULED OFFICE HOURS COMPENSATION

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

COLLEGE OF THE CANYONS
SCHEDULED OFFICE HOURS COMPENSATION
2023-24

Beginning Fall 2023, scheduled office hours will be compensated as per Article 10. Unscheduled office hours will not be compensated. Scheduled office hours may be verified by the instructional dean.

Half of the office hours for a course must be conducted on a regular schedule, either on the campus (or site) where the course is scheduled or through virtual means. This portion of the office hours will be considered "scheduled office hours".

On-Campus (or Site) Units per week	**Number of Scheduled Office Hours (minutes)**	**Number of Unscheduled Office Hours (minutes)**	**Total Office Hours per Week (minutes)**
3	30	30	60
4	40	40	80
5	50	50	100
6	60	60	120
7	70	70	140
8	80	80	160
9	90	90	180
10	100	100	200
11	110	110	220
12	120	120	240
13	120	120	240
14	130	130	260
15	140	140	280
16	150	150	300

Compensation for Scheduled Office Hours Adjunct (Hourly) Faculty
65% of the Instructional Rate / Hour

APPENDIX G: SCHEDULED OFFICE HOURS COMPENSATION

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

COLLEGE OF THE CANYONS
SCHEDULED OFFICE HOURS COMPENSATION
2017-2018

Beginning Fall 2017, scheduled office hours will be compensated as per Article 20. Unscheduled office hours will not be compensated. Scheduled office hours may be verifiedby the instructional dean.

Half of the office hours for a course must be conducted on a regular schedule, either on thecampus (or site) where the course is scheduled or through virtual means. This portion of theoffice hours will be considered "scheduled office hours".

On-Campus (or Site) Units per week	**Number of Scheduled Office Hours (minutes)**	**Number of Unscheduled Office Hours (minutes)**	**Total Office Hours per Week (minutes)**
3	30	30	60
4	40	40	80
5	50	50	100
6	60	60	120
7	70	70	140
8	80	80	160
9	90	90	180
10	100	100	200
11	110	110	220
12	120	120	240
13	120	120	240
14	130	130	260
15	140	140	280
16	150	150	300

Compensation for Scheduled Office Hours Adjunct (Hourly) Faculty
$40.00 / Hour

APPENDIX H: SCHEDULED OFFICE HOURS COMPENSATION

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
SCHEDULED OFFICE HOURS COMPENSATION
2016-2017

Beginning Fall 2016, scheduled office hours will be compensated as per Article 21. Unscheduled office hours will not be compensated. Scheduled office hours may be verified by the instructional dean.

Half of the office hours for a course must be conducted on a regular schedule, either on the campus (or site) where the course is scheduled or through virtual means. This portion of the office hours will be considered "scheduled office hours".

On-Campus (or Site) Units per week	**Number of Scheduled Office Hours (minutes)**	**Number of Unscheduled Office Hours (minutes)**	**Total Office Hours per Week (minutes)**
3	30	30	60
4	40	40	80
5	50	50	100
6	60	60	120
7	70	70	140
8	80	80	160
9	90	90	180
10	100	100	200
11	110	110	220
12	120	120	240
13	120	120	240
14	130	130	260
15	140	140	280
16	150	150	300

Compensation for Scheduled Office Hours Adjunct (Hourly) Faculty
$20.00 / Hour

APPENDIX I: DOCUMENTS TO FINALIZE NEGOTIATIONS FOR 2018-2019 AND 2019-2020

Santa Clarita Community College District American Federation of Teachers (AFT) Local 6262 Tentative Agreement

October 8, 2020

This is a tentative agreement between the Santa Clarita Community College District and the American Federation of Teachers (AFT) Local 6262.

The following changes are agreed upon to modify the collective bargaining agreement between Santa Clarita Community College District and American Federation of Teachers (AFT) Local 6262 regarding language in Article 10: Total Compensation for the 2018-19 and 2019-20 contract years. This agreement will complete negotiations for the 2018-19 and 2019-20 contract years.

ARTICLE 10: TOTAL COMPENSATION

The Santa Clarita Community College District employs a Total Compensation Model with regard to employee salary and benefits.

A. Unit members shall be paid for teaching assignments on a per course basis using the contact hours associated with the assignment.

B. Adjunct faculty salaries for teaching credit courses, and enhanced noncredit courses, and providing counseling and librarian services are implemented in accordance with the Adjunct Salary Schedule and all the terms included on the schedule. *(Appendix A, Adjunct Salary Schedule Section A).*

1. For 2018-2019 adjustments to the Adjunct Salary Schedules 7, 8, and 9 will be 3.71% effective July 1, 2018.

2. For 2019-2020 adjustments to the Adjunct Salary Schedules 7, 8, and 9 will be 2.00% effective July 1, 2019.

3. Effective July 1, 2020 new salary schedules 10, 11, and 12 will be implemented.

4. All adjunct faculty are initially placed on Step 1 of the applicable Adjunct Salary Schedule based on their educational achievement in accordance with Appendix A. Advancement to Step 2, and any step thereafter, of the Adjunct Salary Schedule requires that a unit member completes 2 semesters of service (excluding summer and intersessions). Each step increase is 1%. Salary scales are rounded to the nearest cent per standard rounding methods. Advancement will apply to the next fall or spring semester of employment. Service credit on the credit adjunct scale does not affect placement on the non-credit, non-enhanced salary schedule. Service credit is earned independently on each salary schedule.

5. For column advancement, unit members must provide official transcripts to Human Resources. Once verified, the advancement will apply to the next fall or spring semester of employment.

6. An adjunct faculty rate of pay for teaching credit courses, and enhanced noncredit courses, and providing counseling and librarian services is implemented in accordance with the Adjunct Salary Schedule *(Appendix 10, Adjunct Salary Schedule – Section A, and Table A.)*.

7. A noncredit adjunct faculty rate of pay for teaching non-enhanced, non-credit courses is implemented in accordance with the Adjunct Salary Schedule (*Appendix 11, Adjunct Salary Schedule – Section B, and Table B).* The hourly rate of pay applies to noncredit faculty as defined in Article 21: Noncredit Faculty.

8. A noncredit TLC (The Learning Center) adjunct faculty rate of pay is implemented in accordance with the Adjunct Salary Schedule *(Appendix 12 – Adjunct Salary Schedule Section C, and Table C)*.

C. A non-instructional rate of pay of 65% of a unit member's current rate of pay shall apply towards District requested and administrator approved non-instructional activities. Approved non-instructional activities include but are not limited to: curriculum development, required attendance at conferences/workshops/training sessions as a participant or presenter, proctoring and grading assessments beyond what is required for assigned classes, and requested service on specific committees.

D. Additionally, elected adjunct senators serving on the Academic Senate will receive the non-instructional rate of pay for attending Academic Senate meetings.

E. Scheduled office hours will be compensated at $40 per scheduled office hour. Payment of scheduled office hours for full semester-length fall and spring classes will be made in 5 equal payments during the fall and spring semesters after the Dean has verified that office hours have been performed and posted appropriately. Office hours associated with compressed courses will be paid during their normally scheduled pay periods. Unit members will not be compensated for unscheduled office hours. However, if the District receives State reimbursement for office hours in excess of the amount paid for scheduled office hours, the District will distribute the surplus to compensate unit members for unscheduled office hours.

F. The District will use On Base to preauthorize and make payments for Supplementary Services for Adjunct members.

G. It is the responsibility of the Unit Members to notify the Office of Human Resources as soon as they discover any error in placement on the salary schedule. Errors discovered either by the Unit Member or by the District will, in every case, be recovered to the extent allowed by law either by the District or by the Unit Member.

H. <u>Health Benefits:</u> AFT and the District will continue to work together to find a health benefit plan that would provide part-time faculty access at no cost to the District. If and when a plan is in place, the District will reimburse adjunct faculty members for that percentage that the District is actually reimbursed by the State of California.

I. Pay Parity:

1. Definition: When professional development, participation on college committees, office hours, developing and reviewing curriculum, attendance at meetings, peer evaluation, participation in the hiring process, and other activities are excluded, parity is defined as 75%.
2. Computation of Parity Pay: Parity pay is based on a comparison of the adjunct salary schedule to the full-time academic salary schedule. Parity shall then be determined by adjusting the salary at the corresponding column and step to equate to 75%. The hourly compensation level for each hour shall then be determined by dividing the adjusted salary by 525 (15 hours of instruction per week x 35 weeks).

The District and AFT agree that parity is important to maintain high quality instructors, thus ensuring student success. The District agrees that when it receives State funds designated for the achievement of parity, the District will contact AFT within 7 calendar days and will work with AFT to ensure that the funds are equitably distributed to the adjunct instructors.

J. Human Resources will add a hyperlink to the District's Human Resources website where unit members can find information about loan forgiveness programs.

K. Step increases will occur once per year and will become effective once the District has received notification of the final amount of the annual COLA increase. If the annual COLA increase for a given year is not sufficient to cover the total amount of the annual step increases for that year, then the step advancements will not occur for that year.

L. If upon initial placement on the new salary scale a member would receive less than their current rate of pay, that member will be placed on a step that will ensure at least a 1% pay increase.

The above is agreed to by both the District and AFT.

Diane M. Fiero

Oct 8, 2020

For Santa Clarita Community College District Date

Dan Portillo

Dan Portillo (Oct 8, 2020 20:09 PDT)

For American Federation of Teachers (AFT) Local 6262 Date

APPENDIX J: 2020-2021 New Salary Schedule Placement Information

AFT Negotiations
2020-2021 New Salary Schedule Placement Information

1. Beginning FY 2020-21, use the 5.71% or $824,040 to create new salary schedules

2. Proposed Salary Schedule:
   a. Four Columns
      i. Column 1 – Master's Degree (Column 1 step 1 increased by 7.8% from Current Schedule)
      ii. Column 2 – Master's Degree w/ Skilled Teaching Certificate (4% above Column 1)
      iii. Column 3 – Doctorate Degree (10% above Column 1)
      iv. Column 4 – Doctorate Degree w/ Skilled Teaching Certificate (14% above Column 1)
   b. Twenty Steps
      i. Step 1 – Brand New Adjunct (Column 1 step 1 increased by 7.8% from Current Schedule)
      ii. Step 2 – After completion of 2 semesters (1% above step 1)
      iii. Step 3 – After completion of 2 semesters on Step 2 (1% above step 2)
      iv. Step 4 – 20 – After completion of 2 semesters on previous step (1% increase for each step)
   c. Hold Harmless Provision
      i. Any adjunct whose initial placement on Schedule 9 would be in column B step 3 – 5 will be moved to Column B step 7 to ensure at least 1% increase.
      ii. Any adjunct whose initial placement on Schedule 9 would be in column B step 6 – 9 will be placed in column B step 10 to ensure at least 1% increase.
      iii. Any adjunct whose initial placement on Schedule 9 would be in column D step 3 – 5 will be moved to Column B step 8 to ensure at least 1% increase.
      iv. Any adjunct whose initial placement on Schedule 9 would be in column D step 6 – 10 will be placed in column B step 11 to ensure at least 1% increase.
      v. Any adjunct whose initial placement on Schedule 8 would be in column B step 3 or 4 will be moved to Column B step 5 to ensure at least 1% increase.
      vi. Any adjunct whose initial placement on Schedule 8 would be in column D step 3 or 4 will be moved to Column B step 5 to ensure at least 1% increase.
      vii. Any adjunct whose initial placement on Schedule 7 would be in column B step 3 or 4 will be moved to Column B step 5 to ensure at least 1% increase.
      viii. Any adjunct whose initial placement on Schedule 7 would be in column D step 3 or 4 will be moved to Column B step 5 to ensure at least 1% increase.

3. Cost of Implementing new salary schedule, with 20 steps, for first year - $824,422
   a. $781,244 for Implementation
   b. $43,178 for Hold Harmless

APPENDIX A: COLUMN PLACEMENT GUIDELINES
SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS

Effective July 1, 2020

Section A. (See Table A for hourly rates) - Initial Column Placement for Credit Adjunct Faculty and Enhanced Noncredit Faculty

Disciplines Requiring the Master's Degree

Column A	1. Master's Degree 2. California Community College Credential 3. Equivalency
Column B	Column A and the completion of a District approved Skilled Teacher Program (STP).
Column C	Doctorate (Ph.D., J.D., Ed.D., etc.)
Column D	Doctorate and the completion of a District approved STP

Disciplines in Which a Master's Degree is Not Generally Expected or Available

Column A	1. Associate of Arts Degree and six years' experience in that discipline with any certificate or license required to do that work. 2. Bachelor's Degree and two years' experience in that discipline with any certificate or license required to do that work. 3. California Community College Credential 4. Equivalency
Column B	Column A and the completion of a District approved Skilled Teacher Program (STP).
Column C	Doctorate (Ph.D., J.D., Ed.D., etc.)
Column D	Doctorate and the completion of a District approved STP

Section B. (See Table B for hourly rates) - Initial Column Placement for Noncredit Adjunct Faculty

Column A	Noncredit Adjunct with a Bachelor's Degree
Column B	Noncredit Adjunct with a Bachelor's Degree and the completion of a District approved Skilled Teacher Program (STP).
Column C	Noncredit Adjunct with a Master's Degree
Column D	Noncredit Adjunct with a Master's Degree and the completion of a District approved STP.

Section C. (See Table C for hourly rates) -Initial Column Placement for Noncredit TLC Adjunct Faculty

Column A	Noncredit TLC Adjunct with a Bachelor's Degree
Column B	Noncredit TLC Adjunct with a Bachelor's Degree and the completion of a District approved Skilled Teacher Program (STP).
Column C	Noncredit TLC Adjunct with a Master's Degree
Column D	Noncredit TLC Adjunct with a Master's Degree and the completion of a District approved STP.

APPENDIX K: MOU REGARDING AFT ACADEMIC EXPECTATIONS

COLLEGE OF THE CANYONS

Memorandum of Understanding Between
Part-Time Faculty United, AFT Local 6262 and the
Santa Clarita Community College District

This memorandum of understanding establishes an agreement between the Santa Clarita Community College District ("District") and the Part-Time Faculty United, AFT Local 6262 ("AFT"). We hereby confirm that that we have negotiated, in good-faith, the following language effective as of the date signed below.

Academic Expectations for all semester and session assignments:

a. Unit members must accept their teaching assignment, found through MyCanyons (https://wa.canyons.edu) via the Contracts icon, before the start of the semester/session or risk losing their assignment. If the contract is not available before the start of the semester/session, the Unit Member should email their Instructional Dean. Unit members are encouraged to save a copy of their signed contract.
b. Upon acceptance of their teaching assignment, unit members shall order textbooks, through the district's online bookstore system (confirming if no textbooks are needed for the class). The Unit Member may also work through their department chair or curricular coordinator for textbook ordering. Textbook orders are to be submitted for each section to be taught by the appropriate deadline communicated by the district.
c. Unit members shall fully adhere to the official Course Outline of Record when teaching their class(es).
d. Unit members shall conduct class(es) for the full, required contact hours per established modality in the assigned classroom (where applicable) as noted in the official published Schedule of Classes. Once the semester or session has begun, any requested changes by the Unit Member to what is noted in the official published Schedule of Classes (e.g., location change) must be confirmed with and approved by the respective district administrator (e.g., Dean) in advance.
e. All learning management system course shells must be activated by the first day of instruction for online, hybrid, onlineLIVE, online/onlineLIVE, and HyFlex classes.
f. All syllabi must be made available to students by the first day of instruction. Copies of all syllabi must be distributed to the respective district administrator (e.g., Dean) by the end of the first week of classes. Adjuncts will work with the district to ensure all syllabi are 508 compliant (accessible for disabled students) as quickly as possible. The district will provide resources to assist adjuncts in making their documents 508 compliant.

g. Absences must be reported to the Dean before the scheduled class meeting (whenever possible), and the Unit Member shall coordinate with the substitute instructor any planned assignments for their students during the absence period, to ensure continuity of instruction, and in alignment with Administrative Procedure 4024 on Substitute Instructors.

h. Unit Members shall record the results of all graded assessments for all students using the district's learning management system (e.g., Canvas Gradebook). If the unit member is not officially certified via the district's learning management system (e.g., Canvas), the adjunct must not publish the learning management system course shell.

i. Unit Members shall grade assignments in a timely manner so that students may monitor their progress throughout the semester or term.

j. Final grades for all students must be submitted by the Unit Member no later than 48 hours after the last day of instruction per the Schedule of Classes, not including the weekend.

The above is agreed to by both AFT and the District.

Diane M. Fiero _____Jun 30, 2023_____

For the District: Diane M. Fiero Date

S. Warren Heaton Jr. (Jul 1, 2023 12:54 PDT)

Jul 1, 2023

For AFT: Warren Heaton Date

APPENDIX L: TENTATIVE AGREEMENT REGARDING WITHDRAWAL OF ULP

Tentative Agreement
Between
Part-Time Faculty United, AFT Local 6262
and the
Santa Clarita Community College District

7/5/23

As part of the collective bargaining negotiations for 2022-2024, AFT agrees that this tentative agreement settles AFT's pending Unfair Labor Practice Charge (NO. LA-CE-6784-E). AFT agrees to file with PERB a withdrawal of the charge with prejudice within 7 business days of Board approval of the contract.

The above is agreed to by both AFT and the District.

Diane M. Fiero

For the District: Diane M. Fiero

Jul 5, 2023

Date

S. Warren Heaton Jr. (Jul 5, 2023 18:31 PDT)

For AFT: Warren Heaton

Jul 5, 2023

Date

MEMORANDUM OF UNDERSTANDING: NON-INSTRUCTIONAL HOUR RATE

Memorandum of Understanding Between

Part-Time Faculty United, AFT Local 6262 and the

Santa Clarita Community College District

This Memorandum of Understanding ("MOU") is entered into by and between the Santa Clarita Community College District ("District") and the Part-Time Faculty United American Federation of Teachers Local 6262 ("AFT") to clarify the implementation and effective date of an additional paid training hour compensated at the non-instructional rate.

It is agreed to by both the District and AFT that the updated language agreed upon in Article 19, allowing for an additional non-instructional FLEX hour to be paid, bringing the total paid hours to 5 at the instructional rate and 5 at the non-instructional rate, will begin in Spring 2026. Unit members will not be allowed to claim the additional hour for pay in any previous semesters prior to Spring 2026.

Jason Hinkle (Dec 17, 2025 10:25:20 PST)

For the District:

Dec 17, 2025

Date:

Aaron Silverman

Aaron Silverman (Dec 17, 2025 17:48:20 PST)

For AFT:

Dec 17, 2025

Date:

MEMORANDUM OF UNDERSTANDING: DEFINING LECTURE AND LAB RATE COMPENSATION

Memorandum of Understanding Between

Part-Time Faculty United, AFT Local 6262 and the

Santa Clarita Community College District

This memorandum of understanding establishes an agreement between the Santa Clarita Community College District ("District") and the Part-Time Faculty United, AFT Local 6262 ("AFT"). We hereby confirm that we have negotiated, in good faith, the following memorandum of understanding.

Lecture and Lab Rate Compensation – This memorandum of understanding shall be effective Fall Semester, 2025. It shall continue to remain in full force and effect until modified in writing by the District and the Exclusive Representative.

a. The Parties agree to define the compensation set forth on the Adjunct Salary Schedule 9 (Compensation for Academic & Associate Credit Adjunct (Hourly) Faculty and Enhanced Noncredit (Hourly) and Section 8 (Compensation for Noncredit Adjunct (Hourly) Faculty) that is provided for in the Collective Bargaining Agreement between the District and the American Federation of Teachers, Local 6262. The amount of compensation stated on the Adjunct Salary Schedule 9 and 8 is intended to compensate the academic assignment taught by the faculty member including lecture, lab, out of class preparation and other outside related instructional duties for Part-Time Faculty Members.

b. Out of class preparation and other outside related duties may include, but are not limited to, course and instructional material (curriculum) preparation, lecture preparation, lab preparation, preparation and revisions of the instructor initiated course outline of record, field trips, exam preparation, grading, regular and substantive interaction with students both synchronous and asynchronous, classroom syllabi preparation and submission, selecting course texts and other instructional materials, student learning outcomes activities/assessments reporting and submission, learning management system activities and updates, completing legally required training, evaluation process participation, preparing materials for substitutes, and communication with District employees and external partners as a Part-Time Faculty Member with the District.

c. Prior written approval from the Dean is required before performing any additional work. If additional work is authorized, it is agreed and understood the compensation for the additional work will be paid at twenty dollars ($20.00) an hour.

d. Acknowledgment/Certification - Part-Time Faculty Members acknowledge that their professional rate of pay includes lecture, lab, out of class preparation, and other outside related instructional duties as delineated in Section (b). The Part-Time Faculty Members will submit a certification that their compensation was paid in accordance with the Part-Time Faculty Salary Schedule. This certification shall

be submitted on a District form no later than 48 hours after the last day of instruction per the Schedule of Classes, not including the weekend. The 2025/2026 academic year will implement the acknowledgement and certification process. Commencing the 2026/2027 academic year, if a Part-Time Faculty Members fails to submit the certification by the deadline, the Part-Time Faculty Members will be provided with a reminder to submit the certification form within 48 hours. Part-Time Faculty Members may lose their future teaching assignment(s) if the certification is not submitted within 48 hours after the reminder.

e. This MOU does not change the Part-Time Faculty Members reporting of time or attendance processes. No additional compensation shall be paid without prior written approval by the Dean.

f. These procedures apply to all instructional course units and/or non-credit hours assigned Part-Time Faculty Members during any regular semester or intersession.

g. Compensation for office hours is separately provided to this MOU and is not subject to the memorandum of understanding.

h. Any dispute related to these procedures and the compensation for Part-Time Faculty Members may be filed and processed in accordance with the AFT grievance procedure in the Collective Bargaining Agreement.

The above is agreed to by both AFT and the District.

Jason Hinkle (Dec 12, 2025 16:15:48 PST)	Dec 12, 2025
For the District:	Date:
Aaron Silverman (Dec 14, 2025 22:27:39 PST)	Dec 14, 2025
For AFT:	Date:

COLLEGE OF THE CANYONS

Memorandum of Understanding Between

Santa Clarita Community College District

And

Part-time Faculty United American Federation of Teachers (AFT)

This memorandum of understanding establishes an agreement between the Santa Clarita Community College District ("District") and the Part-time Faculty United American Federation of Teachers ("AFT").

Adjunct Faculty Health Care Program Exploration and Implementation

The District and AFT mutually agree that the District will initiate and actively pursue the development of a Part-time Faculty Health Insurance Program. The District will make good faith efforts toward implementation of such a program by Fall 2027, or sooner if feasible.

The District's ability to implement a Part-time Faculty Health Insurance Program is contingent upon the District qualifying for and receiving one hundred percent (100%) reimbursement from the State through the Part Time Faculty Health Insurance Program established under AB 190 and any successor or related funding provisions. In the event the District implements the program and subsequently receives less than one hundred percent of (100%) reimbursement from the State for its medical premium and reimbursement expenses under this program, the parties shall reopen negotiations on this topic.

The District and AFT agree to meet on a regular basis to review the status and progress of this effort. Beginning in July 2026, the parties will conduct bi-monthly check-in meetings and will continue such meetings through the duration of the exploration and development process. The District will provide status updates and relevant information during these meetings.

During this period, the District and AFT will work collaboratively to define program parameters, including but not limited to processes, timelines, and plan design elements necessary for implementation.

The District will work toward meeting all applicable requirements necessary to qualify for one hundred percent (100%) reimbursement under the State program, including:

1. Establishing eligibility for part-time faculty who meet a minimum forty percent (40%) assignment load;
2. Ensuring that part-time faculty are offered health insurance benefits comparable to those provided to full-time faculty;
3. Ensuring that part-time faculty do not pay more than full-time faculty for comparable health insurance coverage;
4. Providing proportional reimbursement for eligible part-time faculty who are employed across multiple districts, consistent with applicable program requirements.

The parties acknowledge that this effort is dependent upon State program requirements, funding availability, regulatory conditions, Board of Trustees approval, and the District's ability to establish reliable administrative processes necessary to verify eligibility, reimbursement qualification, and compliance with applicable State program requirements, and that any final program implementation will be subject to those constraints.

The parties agree that the relevant Article of the Collective Bargaining Agreement shall remain open after its approval and execution, in order to allow the parties to bargain in good faith over the Part-Time Faculty Health Insurance Program under AB 190.

The above is agreed to by both AFT and the District.

Jason Hinkle (Jun 15, 2026 13:46:34 PDT)

Jason Hinkle For Santa Clarita Community College District Date

Dan Portillo Part-time Faculty United American Federation of Teachers Date

2024 - 2027 AGREEMENT SIGNATURE PAGE

2024-2027 AFT AGREEMENT

This Agreement made and entered into on August 27, 2026, by and between the Santa Clarita Community College District ("District") and the Part-time Faculty United, American Federation of Teachers, Local 6262 ("AFT") is as printed.

RATIFIED

PARTTIME FACULTY UNITED
AMERICAN FEDERATION OF
TEACHERS, LOCAL 6562

X_____

Dan Portillo
AUTHORIZED REPRESENTATIVE

Date: 9/2/2026

SANTA CLARITA COMMUNITY
COLLEGE DISTRICT

X Jason Hinkle (Sep 2, 2026 09:16:17 PDT)

Jason Hinkle
AUTHORIZED REPRESENTATIVE

Date:_____

2024-2027 AFTCBA_clean copy after 2025-2026 Negotiations_Sept 2026_Hinkle and Portillo

Final Audit Report 2026-09-03

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