

## Triggers—or conditions which must be met in order to begin process of assigning course to faculty with FSAs.

1. This process shall be initiated by the District providing the faculty member is involuntarily and systemically under-loaded. Involuntarily under-loaded means that the faculty member is not under-loaded by choice, including not accepting a load or a partial load due to preferred teaching days or times or not wanting to negatively impact another's load within the faculty member's initial discipline(s). Under no circumstances should this language be construed as allowing assignment outside of the provisions of the CBA. For the purposes of this procedure, systemically under-loaded is defined as a faculty member who is under-loaded for a minimum of four semesters, OR twelve or more units, in a three-year/six semester period (or commensurate hours for counseling and librarians). As such, the following checklist would apply:
  - a. That there are no courses taught by adjunct faculty in the discipline during those semesters wherein the faculty member was under-loaded
  - b. That all options for scheduling a full-load for the faculty member have been exhausted by the district, including online courses, evening courses, courses at centers and any other off-campus locations or time periods as allowed by the CBA.
  - c. The faculty member to be assigned partially to a new discipline is willing to engage the whole of this process.

Apart from the above criteria, in rare circumstances, other unforeseen, compelling factors which may be cited, such as physical disability or other limiting disabilities, or the requirement of a specialization in a discipline which necessitates the retaining of a part-time colleague. These other factors would be presented in writing by the Superintendent-President or designated representative to the senate president and the association president

## Process by which FSA transfer would take place.

2. Should the above requirements be met, the following procedures will be followed to ensure faculty and student success within the identified disciplines.
  - a. That the faculty member will engage in a peer-consultation process, to include the same steps as one would follow in an interview process as outlined under [ref hiring procedures for adjunct faculty, to include teaching demo] elsewhere in this manual, including any required materials and a teaching demonstration within the discipline.
  - b. Based on this peer-consultation, discipline faculty will identify any professional development requirements, as well as a faculty mentor.
  - c. Based on this peer-consultation, discipline faculty will recommend to administration courses within the discipline appropriate to the interviewee's expertise
  - d. Based on this peer-consultation and the identified professional development requirements, discipline faculty will recommend a semester for the interviewee to begin

teaching in the discipline, not to exceed one academic year (either the subsequent semester or the following).

- 1)The district will provide and subsidize appropriate professional development in consultation with the interview committee, including release time for the faculty member to pursue professional development
- 2)The district will provide a stipend for the assigning of a mentor faculty member to work directly with the interviewee
- 3)The faculty member will agree to meet this conditions

## 8.1 Definitions:

## ARTICLE 8 TRANSFERS

101. 8.101 **Transfer: A change in assignment from the faculty member's assigned discipline in one division/department to another discipline in another division/department or change in work location with the employee's consent.**
102. 8.102 **Involuntary transfer: A change in assignment from the faculty member's assigned discipline in one division/department to another discipline in another division/department or change in work location without the employee's consent.**

### 2. 8.2 Job Postings:

201. 8.201 The District shall post a notice of regular job vacancies on bulletin boards in prominent locations in each building. The job announcement shall be posted for a period of ten (10) full working days during which time employees may request a voluntary transfer to a new discipline.
202. 8.202 **Regular faculty members requesting a transfer who meet the minimum qualifications for the position, submits a request for consideration and other documents as requested in the job announcement, shall be interviewed for the position.**
203. 8.203 Regular Faculty Job Postings

A “day” for the purpose of this article is defined as “a day the College is open for business” (instructional calendar).

### 3. 8.3 Involuntary Transfer:

301. 8.301 Involuntary transfers shall be made when required by management. The District shall notify the Association when this article will be utilized, explain the need and the terms and conditions, and the need for retraining of faculty if such a need exists.
302. 8.302 The District shall request faculty members volunteer to fill available vacant positions prior to involuntarily transferring a qualified faculty member.

303. 8.303 Faculty members to be involuntarily transferred shall have the right to 19

4. 8.306 Retraining Opportunities: Faculty who meet the minimum qualifications but do not have demonstrated competence in the subject field shall be given an opportunity to increase his/her competence by being provided with released time to take coursework in the subject area to be taught. The amount and duration of the released time shall be determined by the Vice President of Academic Affairs or Student Services, as appropriate, in consultation with the faculty member and the Association representative. If approved, any released time authorized under this article, shall include a written agreement between the parties to outline the released time program. The agreement shall include a commitment by the faculty member to continue his/her service at Solano College for a specified time as agreed upon.