Tentative Agreement between Solano Community College District

And

Solano College Faculty Association

The Solano Community College District and the Solano College Faculty Association ("parties") tentatively agree to amend the Collective Bargaining Contract (Agreement) as follows:

1) Adjunct rehire rights as attached will be added to the Agreement under 19.303.
2) The District agrees to mutually sunshine Article 20 for purposes of increasing faculty compensation at the Oct. 20, 2013 Board of Trustees meeting to be accepted at the November 20, 2013 meeting with a commitment to commence negotiating a salary increase for the upcoming academic year (2014/15).
3) Class Cancellation language shall be amended in the Agreement as per attached 19.501.
4) The District academic administrators will return to following past practice and current Agreement language in 19.7E, F, and G.
5) Language regarding the Student Learning Outcomes (SLO) assessment cycle will be added to faculty evaluation forms in Appendix I as per attached example.
6) Replace Articles 19.105-106 with attached 19.702 A., B, and C modified from District proposal 10/04/2013. Article 19.702A and B will go into effect as of Fall 2013, Article 19.702C will be in effect for the Spring 2014 semester with the understanding that Article 19 remains open for further negotiations this Academic Year.

Dated: 10/4/2013

Signed: [Signature]
Sandra Rotenberg
Chief Negotiator, SCFA

Dated: 10/4/2013

Signed: [Signature]
Yulian Ligioso
Vice President, Finance & Administration,
Solano Community College District
Part-time Faculty Rehire Rights

19.300 Regular Faculty:
None of the following shall preclude the District’s adherence to Education Code section 87484.

...  

19.303 Adjunct Faculty- It shall be the policy of the Solano Community College District to recognize the paramount role that adjunct faculty have in the quality of education at the college. While the District will choose the best faculty member available for each position, every effort shall be made by the district to provide for priority consideration for adjunct faculty currently employed by the district when making assignments of part-time work and in filling new full-time positions. This does not preclude the District’s mission to provide a diverse teaching staff for the students and community.

A. The district shall maintain a "priority consideration list" of all adjunct faculty who have taught for four of the last six semesters with satisfactory service as determined by meeting most of the following criteria:
   1. Faculty Subject matter expertise
   2. Previous and current evaluations
   3. Skills related to courses offered in a specific department
   4. Adherence to District policies and procedures
   5. Adjunct Assignment preference forms
   6. Timely completion of SLO/SAO assessments as assigned.

   The Human Resources office will maintain a current discipline-specific seniority list* of adjunct faculty based on total time taught or equivalent in a non-teaching assignment. Seniority begins with the date the individual was hired. Each School will be provided an updated list each year. The Association and the District agree to work together to create a list template with all of the necessary components.

B. Adjunct faculty with satisfactory service shall have first right of refusal to continuing assignments they have successfully performed. (In the event that two or more part-time faculty have equal standing on the list and fewer sections of classes are required in any given semester the faculty member with the greatest district wide seniority shall be granted the position.)

C. For currently employed adjunct faculty who may not have taught for the requisite minimum of four semesters (required for the first right of refusal), the District gives these adjunct faculty priority in assignments before new hires.

D. Adjunct faculty shall have the right to reject an assignment in two consecutive semesters only. Rejection of a third assignment shall cause the faculty member's removal from the priority consideration list.

Exceptions to “D” above:
• The adjunct faculty member has accepted a class at another College that is in conflict with an offered Solano assignment.
• The adjunct faculty member is on leave that is comparable to those defined in the Family Medical Leave Act (FMLA) such as: birth, adoption or placement of a foster child; to care for a seriously ill family member or domestic partner; or medical leave for the serious illness of the faculty member.
E. For those adjuncts on the “priority consideration list,” the District should strive to provide assignments of at least 2 classes or the load equivalent for non-instructional assignments, but in any event at least a minimum of 1 class or the load equivalent for non-instructional assignments contingent upon availability.
F. Adjunct faculty may not be re-employed by the District if two of three evaluations contain a majority of criteria, or summary evaluation (based upon classroom observation, student evaluation, and supervisor’s summary) that is deemed “needs improvement” or “unsatisfactory,” or if investigation of students complaint(s) substantiates performance problems.
G. Assignment of all adjuncts will adhere to all District EEO procedures.

* the District and the Association agree to revisit the seniority list after 2015 to see if it is possible/desirable to create a seniority list that includes Part-time faculty FSAs.
Proposed language on Class Cancellation

19.5 **Class Cancellation:**

19.501 Classes which reach or exceed a minimum enrollment of 14 students or 60% of the class maximums, whichever is higher, will not be canceled unless actual attendance drops below that number and remains below through the second meeting, whichever occurs later. The decision to cancel a class before the first class meeting will be made by the Dean after consultation with the Faculty Coordinator of the School in which the class is being cancelled and with a faculty member in that discipline to ensure that managers consider programmatic and educational factors in all cancellation decisions. These factors include but are not limited to: requirements for major or program completion, transfer/vocational courses, new course offerings, program maintenance and development, classrooms which hold fewer than the allowable maximum, and the number of sections offered. (Revised 5/20/09)

19.502 Courses which are not canceled by the first week of classes or the second meeting, whichever occurs later, shall remain open throughout the duration of the semester. (Revised 5/20/09)
### TEACHING AND INSTRUCTION EFFECTIVENESS
(Based on evaluator observations and student evaluations)

**Evaluator Observations**

1. Plans for and is well prepared to teach.  
2. Provides organized and effective delivery of instruction.  
3. Courteous to and approachable by students.  
4. Demonstrates sensitivity to students from diverse backgrounds.  
5. Able to relate with students and command their respect.  
6. Stimulates student participation.  
7. Instruction is consistent with the stated and approved goals and content of the course.  
8. Shows enthusiasm for the subject matter.  
9. Uses effective motivation to create student desire to learn the subject/skill(s).  
10. Makes effective use of teaching aids and materials.  
11. Prepares complete course information sheet.  
12. The syllabus describes course content, objectives, SLOs, and grading policies.  
13. Updates course contents, methods and materials of instruction as necessary.  
14. Coordinates course contents and methods with established outlines.  
15. Meets and assists students during office hours (for regular faculty and adjunct faculty if they provide office hours).

**Student Evaluations**

1. Plans for and is well prepared to teach.  
2. Courteous to and approachable by students.  
3. Demonstrates sensitivity to students from diverse backgrounds.  
4. Uses standards of student evaluation that are clear, fair and followed consistently throughout the course.  
5. Requires and evaluates levels of student effort sufficient to determine the mastery of the subject or skills in the course.
6. Grades and returns student assignments and tests in a reasonable period of time.
7. Meets and assists students during office hours (for regular faculty and adjunct faculty if they provide office hours).

Overall Teaching and Instruction Effectiveness
(An average rating of 1.5 = an average overall rating of 2; 2.5 = 3)

AREA/DEPARTMENTAL RESPONSIBILITIES AND COLLEGE-WIDE SERVICE

1. Is knowledgeable about and abides by College, Area and Departmental policies, procedures and timelines/targets.
2. Orders instructional materials, equipment and textbooks, etc., in a timely fashion.
3. Works cooperatively with and assists other staff members (especially new faculty).
4. Provides information for the development of departmental budgets and monitors expenditures as needed.
5. Exercises good judgment in the management and use of facilities, equipment and supplies.
6. Attends division meetings and in-services.
7. Develops Student Learning Outcomes or Service Area Outcomes as needed.
8. Assesses Student Learning Outcomes or Service Area Outcomes as needed.
9. Produces written reports on SLO or SAO assessment results as needed.
10. Initiates and/or participates in overall department-wide program development, maintenance, evaluation/assessment, revision, updating and/or expansion of programs.

Examples:

8. Participates in Area and Departmental duties and responsibilities.
9. Faculty member develops and regularly assesses and produces written reports on SLO/SAOs.

Area and Departmental Responsibilities Overall Rating
(An average rating of 1.5 = an average overall rating of 2; 2.5 = 3)

College-wide Service (optional-based on self-evaluation)

10. Developed Student Learning Outcomes or Service Area Outcomes.
11. Assesses Student Learning Outcomes or Service Area Outcomes.
12. Demonstrates a pattern of service on College committees, projects and/or student organizations.
13. Participates in faculty/college governance.
14. Participates in flexible calendar duty days.

RATING
(1) (2) (3) (N/A)

□ □ □ □

□ □ □ □
PROFESSIONAL DEVELOPMENT AND COMMUNITY SERVICE
(Optional. See attached Self-Evaluation.)

1. Demonstrates a pattern of academic/professional and/or technical updating or currency.
   □ □ □

2. Contributes to the local communities.
   □ □ □

COMMENTS OR NARRATIVE BY EVALUATOR
(Classroom visitation and comments)
(Attach additional sheets if needed)

Classroom visitation(s): Date(s) ___________________________ Time observed: _____________
Specific class visited:
Comments: (Optional)

Other comments and/or recommendations for needs improvement: (Address any "1" Ratings)
RECOMMENDATION

Check one of the choices below.

1. □ Not recommended for continued employment.

2. □ Continued employment is questionable and is contingent upon correction of noted inadequacies.
   - Any rating lower than (2) in the overall categories must include recommendations for needs improvement (include or attach to evaluation).

3. □ Recommended for continued employment.
   - Any rating lower than (2) in the overall categories must include recommendations for needs improvement in the evaluation (include or attach to evaluation) and a subsequent evaluation.
   - Any (1) ratings must be addressed in the evaluation.

COMMENTS BY FACULTY MEMBER
(Attach additional sheets if needed)

NOTE: Attach a copy of student evaluation summary.

DATE:_________ SIGNATURE OF EMPLOYEE ________________________________

DATE:_________ SIGNATURE OF ADMINISTRATOR __________________________

The above signature of the faculty member indicates that the faculty member has been given a copy of this evaluation and the opportunity to review it. It does not necessarily denote agreement with all factors of the evaluation.
19.702 **Adjunct Faculty:**

A. The professional workload for an adjunct faculty member shall be the actual instructional hours required for courses(s) assigned.

B. No office or campus professional activities are required. However, adjunct faculty may work on the SLO/SAO assessment cycle and/or program review and be compensated for a maximum of 7 hours of Category 3 pay per semester for SLO/SAO work, with an additional 3 hours of Category 3 pay possible during Program Review.

C. **Optional office hours for adjunct faculty:** Adjunct faculty may elect to hold paid office hours. Office hours must be requested, in writing, by the faculty within two weeks of the assignment prior to the start of the class(es) to include proposed time and prearranged location. Exceptions will be made for late hires. The office hours scheduled is subject to approval of the division Dean. Office hours for adjunct faculty shall be provided as follows:

1. Faculty teaching a 60% to 67% workload are eligible to receive up to fourteen (14) paid office hours during the semester.

2. Faculty teaching a 40% to 59% workload are eligible to receive up to ten (10) paid office hours during the semester.

3. Faculty teaching 20% to 39% workload are eligible to receive up to six (6) paid office hours during the semester. (Adopted 5/16/12)

4. Office hours are paid at the Category 3 rate of pay. (Adopted 5/16/12)