



Know your Contract: Part-time Faculty Assignment Rights

Welcome!

Part-time Faculty Info

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Part-time Faculty definition in CBA*

Part-time is half-time or less during academic year (Fall, Winter, Spring), plus annual “Roundup” class(es) up to .667 FTE

Assignments that exceed the annual round up require full-time contracted salary rates.

(See: 1.1.6, 1.1.7, 34.5.3.2)

* CBA = Collective Bargaining Agreement (AKA contract)

Workload and FTE (Full-time Equivalency)

Annual FTE Examples:

Social Science: 45 credits/year = 1.0 FTE; 22.5 credits/ year = .5 *annual* FTE

English: 36 credits/ year = 1.0 FTE; 18 credits/ year = .5 *annual* FTE

Term FTE Examples:

Social Science 15 credits/ term = 1.0 FTE; 12 cr = .8 *term* FTE; 9 cr = .6 *term* FTE

English: 12 credits/term = 1.0 FTE; 8 credits = .667 *term* FTE

(See Art. 35) Find your term FTE on your "PTSOA" (pink sheet).

Part-time Assignments, generally

Course assignments must:

- Be provided in writing at earliest reasonable times;
- Give consideration to creating a reasonable overall work schedule, given other employment; and
- Are “set” when written notice is provided.

Only exception: bumping by full-time faculty member

(See 34.3 and 34.5.4)

Compensation for Cancelled Classes

Deans must provide **timely notice** of cancellation, including the reason. (See: 34.8)

If class is cancelled:	Compensation will be:
2 weeks or more before term	none
Less than 2 weeks before term	4 hours pay
After beginning of term	Pay for class hours taught, plus 4 hours pay if you have taught class in past 2 yrs or 10 hours if you have not taught class in past 2 yrs

When are Class Cancellations Disallowed?

See the workload, class cancellation, enrollment capacity MOA modification, p.177 in contract.

If the timeframe is:	Classes cannot be cancelled if:
More than 4 weeks before term	N/A
Between 15 days and 4 weeks prior to beginning of term	The section is 40% enrolled (e.g. 12 students in a class with a 30-student capacity)
Between 2 weeks prior and the first day of the term	The section is enrolled at 70% (e.g. 21 students in a class with a 30-student capacity)

Part-time Seniority System: Qualification

Accrual families vary by department, program, discipline.

Earn seniority in first family by teaching 7 terms over 3 years; 3 terms per year “count”

First unit awarded during term when seniority is earned (See 34.5.1.1)

For additional accrual families, earn seniority by teaching 3 terms within 3 years to qualify. (See: 34.5.1.2)

Maintaining Part-time Seniority

Accrual of seniority: earn one unit per year in each accrual family, 34.5.2

Keep seniority in family by teaching within the family at least once every two years, (See: 34.5.1.3)

Keep track of seniority when seniority lists are posted publicly in departments -- required by May 15 each year. (See 34.5.2.2) (During the pandemic, these should be provided electronically.)

Annual Maximum at Part-time Salary (F,W, Sp)

34.5.3.2

Annualized Part-time .5 FTE Roundup. The purpose of the .5 FTE roundup is to allow part-time faculty members to be assigned a full .5 FTE for each academic year (fall, winter and spring terms). Therefore, if the .5 FTE part-time limit, when combined with the normal workload assignments in a department, results in an assignment of less than .5 FTE for an individual part-time faculty member, then a department chair may assign an additional course or courses up to an **annual maximum of .667 FTE**.

Assignments that exceed .667 FTE are not disallowed but require full-time contracted salary rates for the entire academic year.

What does 34.5.3.2 mean? (Annual Roundup)

College may pay part-time salary rate when:

Part-time faculty teach exactly .5 annual FTE (e.g. 22.5 credits/yr)

Or

Part-time faculty who cannot teach exactly .5FTE teach less than .5FTE, plus an additional course or courses up to .667 FTE.

Example: 10 cr (.667 FTE) + 10 cr (.667 FTE) + 10 cr (.667 FTE) when 45 = 1.0 FTE

Examples

Social Science (45 credits/ year = 1.0 FTE)

4-credit classes:

12 credits (.8 FTE) + 12 credits (.8 FTE) + 4 credits (.4 FTE) = 28 credits (.622 annual)

12 credits (.8 FTE) + 8 credits (.533 FTE) + 8 credits (.533 FTE) = 30 credits (.667 annual)

3-credit classes:

9 credits (.6 FTE) + 9 credits (.6 FTE) + 9 credits (.4 FTE) = 27 credits (.6 annual)

12 credits (.8 FTE) + 9 credits (.6 FTE) + 9 credits (.6 FTE) = 30 credits (.667 annual) ¹³

Examples

Writing (36 credits/ year = 1.0 FTE)

Four-credit classes:

8 credits (.667 FTE) + 8 credits (.667 FTE) + 8 credits (.667 FTE) = 24 credits (.667 annual FTE)

Term-by-term Assignments for Part-time with Seniority

34.5.3.1.1 Term-by-Term Assignments by Part-time Seniority. Within each term, and subject to all other provisions of the Main Agreement and Memoranda of Agreement, explicitly including Articles 1.1.5 , 4.2.10, 4.2.11, and 34.5.3.2, part-time faculty members with greater seniority units shall have a seniority-based right to assignment of .6 FTE, prior to assignment of courses to part-time faculty members with lower seniority unit accumulations.

34.5.3.1.2 This seniority-based right may be rounded up above .6 FTE in a given term (fall, winter or spring) and during summer when necessary to fulfill the .6 FTE seniority right (e.g. in a department where 4 credit courses constitute .333 FTE, a faculty member with greater seniority units may be assigned two .333 FTE courses for a total of .667 FTE) before courses are assigned to faculty members with fewer units. If the full .6 FTE per term seniority right can't be met in a given term without an assignment of an additional course, part-time faculty members with seniority rights may be assigned one additional course up to a total of 1.0 FTE. Part-time faculty members with seniority may request this "seniority" round-up for specific terms during the academic year, and department managers and employees responsible for scheduling shall consider such requests and fulfill them when reasonably possible. Annual assignment limits including those provided for in 1.1.5 and 34.5.3.2 supersede this term-by-term "seniority round up."

Part-time Seniority Rights

Term-by-term Rights to Class Assignments:

Part-time faculty with seniority must receive assignments of **at least .6FTE** per term (in order of seniority). In order to reach at least .6 FTE per term, this may be rounded up above .6FTE. in any given term up to annual maximum. (See: 34.5.3.1.1)

Rights to Compensation:

Guarantees compensation for courses to which PT faculty member had a seniority right but did not receive class assignment. On an annual basis, part-time faculty with seniority who do not receive the assignments to which they have a right must be compensated for courses they should have been assigned if part-time faculty with less seniority or no seniority received any assignments. (See 34.5.3.3)

What are the implications of 34.5.3.1.1 and 34.5.3.1.2? (Term-by-term rights & roundup)

Part-time faculty with seniority must receive assignments of at least .6FTE per term (in order of seniority). In cases where an exact .6FTE assignment is not possible, this must be rounded up above .6FTE (term-by-term, seniority based round up).

Ex: 1st, part-time faculty member A (5 units seniority): 12 credits (.8 FTE) Fall

2nd, part-time faculty member B (4 units seniority): 12 credits (.8 FTE) Fall

Annual maximums of .667 FTE at part-time salary still apply, and assignments also depend on availability of sections, which may lead to uneven assignments over the year.

What does 34.5.3.3 require?

On an annual basis, part-time faculty with seniority who do not receive the assignments to which they have a right must be compensated for courses they should have been assigned if part-time faculty with less seniority or no seniority received any assignments.

Part-time faculty with seniority have a right to .6 FTE each term AND part-time faculty have a right to up to .667 annual FTE.

This right should be applied such that the most senior part-time faculty receive the full FTE to which they have a right over the course of the academic year.

Assignment Order: Academic Year (Fall-Spring)

1. Contracted faculty up to 1.0
2. Part-time faculty with seniority .6 FTE or rounded up (in the order of seniority)
3. Part-time faculty without seniority .6 FTE or rounded up (in the order of seniority)
4. Contracted overloads or part-time faculty additional assignments not in excess of annual maximum

Assignment Order: Summer

1. Contracted faculty whose regular assignment includes summer (*Rare*)
2. Part-time faculty with seniority .6 FTE or rounded up (in the order of seniority)
3. Part-time faculty without seniority .6 FTE or rounded up (in the order of seniority) or contracted overloads

Thank you!

Grievance Team members:

Kelly Collins & Christina Howard, Co-Chairs

Joseph Colton

Lee Imonen

Rosa Lopez

Adrienne Mitchell

Meggie Wright

lcceacontract@lanecc.edu