ARTICLE 12  PROCEDURES FOR ADJUNCT FACULTY REASSIGNMENT RIGHTS

12.1 The District and the IA recognize that the success of the College’s instructional and student services programs is dependent upon a valued and competent faculty that is committed to consistently delivering high quality instruction and services. What follows represents the minimum standards for adjunct faculty reassignment rights developed collaboratively between the District and the Instructors’ Association.

1. The chair of the department has the primary responsibility for determining the need for adjunct faculty.
2. The objective is to assign the most qualified instructors for each course taught in the department. Department Chairs shall be guided by the input of the department’s full time faculty and by a review of the following criteria:
   
   A. Minimum qualifications
   B. Education (both past and continuing education)
   C. Scope and recency of experience
   D. Faculty and student evaluations
   E. Expertise in academic discipline and area of assignment
   F. Currency in area and subject(s) taught
   G. Previous teaching assignments

When the department chair determines that there are two or more equally qualified adjuncts relative to the above specified criteria who possess the experience and skills best suited to teach the available course or non-instructional assignment, priority shall be given to the adjunct instructor with the greatest amount of seniority.

When the number of sections offered to adjunct faculty within a department is reduced, the department chair may consider equitable distribution of the number of sections taught as a factor in determining who to assign (eg., rather than giving all sections to the most senior instructor(s) distribute available sections among all interested continuing senior adjunct faculty).

3. The assignment of classes shall not adversely affect the College’s commitment to diversify its faculty.

12.2 “Seniority” defined

- Seniority (reassignment preference) status will be based upon:
  A. Satisfactory completion of six semesters and a minimum of three satisfactory evaluations;
  B. Semester or term of first department assignment, provided that there has not been a break in service; and,
  C. History of assignment load within a department.

- Break in Service: A break in service occurs whenever an active senior adjunct instructor declines a class assignment. A break in service will result in the instructor losing seniority for the course(s) that were offered and declined. Exceptions shall be made for verified illness or extenuating
personal or professional circumstances that are approved as an exception by the department chair and area dean.

- Adjunct faculty shall not lose seniority status if the assigned teaching load is reduced because a course was cancelled or given to a full-time faculty member.
- Adjuncts will not be allowed to “bump” other adjuncts due to low enrollment of courses.
- If a course previously taught by an active adjunct is not offered, the adjunct will retain seniority relative to that course for one academic year.

12.3 Reassignment rights shall be contingent upon satisfactory performance. If an adjunct receives two successive evaluations of “needs improvement,” reassignment rights are forfeited. Reassignment rights may be withdrawn after one “needs improvement” evaluation if the department chair, in consultation with the area dean, determines it is in the best interests of the college and students to do so.

- Reassignment rights shall be withdrawn if the adjunct refuses an assignment twice during two calendar years, unless the assignment is refused because of extenuating personal reasons (such as pregnancy, birth of a child, a serious illness, etc.) these exceptions shall have prior approval by the department chair and area dean. The acceptance of another work assignment shall not constitute a compelling personal reason.

12.4 If an adjunct faculty member believes that this procedure has been violated, he/she may file a grievance pursuant to Article 6, up to Level II of the contract grievance procedure (ie., the decision of the Executive Vice President of Educational Programs is final and binding).

12.5 This Article may be reopened upon the request of either party.