

Article 43

Temporary Adjunct Faculty Pay Principles and Ancillary Activities

A. Temporary Adjunct Faculty Pro-Rata Pay

The Parties reaffirm the following principles regarding the implementation of pro-rata pay.

1. To provide a means for determining the pay value of each assignment, every course (or other relevant assignment) will be given a “load factor” which represents the percentage share of a full load of scheduled duties the course or assignment represents. For example, a typical history course – five of which constitute a full assignment for a semester – would be given a load factor of .20 of a semester load or .10 of an annual load.
2. For each course or other appropriate unit of work, the District will pay a temporary adjunct faculty member according to the following formula:

$$\text{PAY} = X\% (\text{schedule placement} \bullet \text{load factor})$$

WHERE: X = a value negotiated by the parties as approximating the proportion of a full-time faculty member's pay that is attributable to their scheduled duties;

SCHEDULE PLACEMENT = the temporary adjunct faculty member's step and column placement on the preparation schedule;

and

LOAD FACTOR = the load factor of the course or assignment for which the temporary adjunct faculty member is being paid.

B. Temporary Adjunct Faculty Ancillary Activities

Full-time faculty are expected to perform a wide range of professional duties and tasks associated with their full-time status. However, when there are not enough full-time faculty members available to perform these tasks or when the expertise and knowledge of a temporary adjunct faculty member is required, as per Education Code section 87482.5, a temporary adjunct faculty member may choose to perform similar duties and tasks beyond the scope of their primary adjunct assignment without impacting applicable limited eligibility requirements.

1. Ancillary duties may include, but are not limited to, the following:
 - a. curriculum development and course outline revision,
 - b. division/department activities (not used for flex) including service as adjunct, representative and participation in SLO activities (e.g., writing SLOs, creating or norming rubrics, holistic scoring as a discipline, excluding assessment of SLOs in their own class);
 - c. service on college or district committees;
 - d. grant writing/working on grants;
 - e. testing coordination, examination scoring, ESL book leveling;
 - f. advising student organizations;
 - g. preparation and presentation of workshops for professional development;
 - h. editing department, college, or district newsletters; and/or
 - i. editing or writing accreditation reports or planning documents.

2. All colleges will use the appended application form, **REQUEST FOR APPROVAL AND PAYMENT FOR TEMPORARY ADJUNCT ANCILLARY ACTIVITIES**. See Appendix J to initiate and process ancillary activity assignment requests. Prior to the offer of any such assignment, selection criteria shall be determined by mutual consent between the college president or designee, the requesting administrator or department/division chair, and the AFT chapter president.

Selection criteria may include the following:

- a. relationship or relevance to the college priorities as determined through the shared governance process;
- b. lack of number of full-time faculty members available to perform the tasks as part of their professional/institutional obligations;
- c. special ability, expertise, knowledge and experience of the temporary adjunct faculty member that precludes full-time faculty from performing the tasks as part of their professional/institutional obligations; and/or
- d. appropriateness of the funding request.

The requesting department/division chair or an administrator will seek and receive approval from the college president or designee to offer the temporary adjunct ancillary duty assignment before any work may begin. The parties shall agree on the tasks and hours to be assigned.

The initiator referred to on the request form may be the requesting department/division chair or an administrator requesting these activities to be accomplished. The project lead may be the same person as the initiator or may be a faculty member, such as an SLO coordinator, a department/division committee chair, or an instructor seeking grant funding for a special project.

The temporary adjunct faculty member will be paid at their non-classroom adjunct rate for completing the assigned duties.

3. Within ten (10) working days after submission, requests will be approved or denied by the college president or designee and the AFT chapter president after consultation and then provided to the academic senate president. When a Request for an Ancillary Duty assignment is denied, the college president shall provide a written rationale for this decision.
4. Professional ancillary activities do not count towards eligibility for contract or regular status. The AFT will not pursue tenure claims on behalf of employees based upon their acceptance of professional ancillary activity assignments as defined in this Article.
5. Upon completion of work, the requestor will sign the form verifying that the work was completed and submit it to the appropriate college division (e.g., Academic Affairs, Student Services) for payment to be processed. Requests may be submitted at any time during the fiscal year.