

Assignment

Rights for Faculty

Working

Part Time

We are in a long-term struggle against downsizing and a statewide push to limit access to higher education. Our district administration has continued to cut classes and programs and increase class size. In the face of this ongoing crisis, we are standing together to fight back.

We need YOU to get involved and work with us to push back against this agenda.

In the meantime, the schedule is shrinking and we know many faculty are concerned. This booklet describes your rights and how to enforce them.

(1) Seniority

(2) Re-employment

(3) Modal Load



1. SENIORITY

(Art. 13B; 13-1.B.5)

The Contract defines seniority for part time faculty as:

The total number of semesters of academic service as a temporary faculty member.

The Contract defines the criteria for making assignments:

Assignments shall be made considering qualifications, affirmative action, seniority, job performance, special job-related skills and the needs of the District.

Other considerations:

- Provided all else is equal, assignments are generally made by seniority.
- “Special job-related skills” that would override seniority must be identified in advance, not invented at the time of scheduling.
- Summer and hourly subbing assignments do NOT count.
- Grant-funded, categorical and emergency hire assignments DO count.
- Your department should be able to provide you with the seniority list. If you suspect your seniority on the list is incorrect, contact your Department Chair and AFT immediately.
- A semester only counts if you have worked at least 75% of the semester (e.g. leaves, out sick, etc.).
- Seniority rights apply to all faculty.

2. RE-EMPLOYMENT

(Art.13-1.C)

Reemployment rights are the right to a specific assignment established on the basis of previously held assignments.

The Contract describes the process of establishing this right:

1. ***For noncredit instructional assignments in Consumer Education, Child Development, ESL including Institute for International Students, and Transitional Studies:*** any prior assignment in the discipline in which modal load has been established.
2. ***For all other instructional assignments:*** faculty must have taught the course or its equivalent twice within the last ten semesters. *Equivalent courses must be publicly listed in advance and consistently applied.*
3. ***For library assignments:*** faculty must have performed the activity (e.g., cataloguing, reference, acquisitions) once within the last ten semesters.
4. ***For counseling assignments:*** faculty must have performed the activity once within the last ten semesters.

Other considerations:

- You must submit a Preference Form by the established deadline
- The most recent evaluation was “Satisfactory” or “Satisfactory but Needs Improvement.”
- This right may override seniority where a junior faculty member has met the above criteria and a senior faculty member has not.
- Re-employment rights apply to faculty who have completed four or more semesters of service, or who have received a Satisfactory evaluation, whichever comes first.

3. MODAL LOAD

(Art. 13-1. B.4)

Just like faculty working full-time, faculty working part-time have a right to be assigned their proper workload. Modal load defines how much that is for each person. Modal load is the mode (most frequently occurring value) of workload over the last four semesters.

The Contract defines modal load as:

- 1. The single most frequently occurring load within the last four semesters assigned, or, if there is none, then*
- 2. The single most frequently occurring load within the last three semesters assigned, or if there is none, then*
- 3. The median load within the last three semester assigned.*
- 4. Part-time faculty with a pattern of alternating assignments for three or more semesters will have a modal load that continues the alternating pattern.*

Other considerations:

- Summer and hourly subbing assignments do NOT count.
- Grant-funded, categorical and emergency hire assignments DO count.
- The maximum possible modal load is 67% (workload 10). If yours comes out above (because of upgrades or ancillary assignments), consider your modal load to be 67%.
- Modal load is your total across the college. If you work in multiple departments, your chairs and coordinators are jointly responsible for assuring your modal load is satisfied.
- Modal load rights apply to faculty who have completed four or more semesters of service, or who have received a Satisfactory evaluation, whichever comes first.

CALCULATING MODAL LOAD

How to find your load history:

--There are three ways we commonly talk about load: (1) hours (2) workload (out of 15) and (3) "FTE" or Full Time Equivalency (out of 100%).

--Modal Load is expressed in FTE or Workload. Workload is a scale of 1-15 and FTE is a percentage. (e.g. Someone working half-time has an FTE of 50%/.5 or a Workload of 7.5).

--Workload is *not in any way related* to the units of credit that students receive.

-- If you know how many hours you were assigned, you can use the online calculator to convert between hours, workload, and FTE (see back page).

--You can ask your department chair to provide you with an "ARGOS" report showing your total load from past semesters' assignments.

-- Your load and assignment history should also appear in FLAC. You'll have to look up each semester separately to find the mode of the last four semesters.

— *Log in to the RAM ID Portal. Choose SSB / Web4, then Employee, then Faculty Load and Compensation, then Compensation and Acknowledgement. Pick your semester. Non-instructional assignments are usually listed under credit.*

— *You'll see a list of your assignments. The Banner code next to each assignment is also how the assignment will show up on your paystub.*

— *You'll see the name of each assignment, the "workload", the gross pay, and additional information that you don't need.*

—*NB: The compensation you see there is for the entire assignment.*

PRACTICE

Calculating Modal Load

Examining the load of these part-time faculty for the last four semesters, we can determine Modal Load. Use this table to show each faculty member's Modal Load, and specify which Modal Load rule (from page #4 of this booklet or Contract section 13-1.B.4.) was used in your calculations.

Name	Fa18 Load	Sp18 Load	Fa17 Load	Sp17 Load	Modal Load S'19	Modal Load Rule Used
Zavala	0.617	0.517	0.633	0.585		
Fernandez	0.539	0.564	0.547	0.559		
Madamba	0.600	0.670	0.250	0.250		
Rassiq	0.615	0.450	0.550	0.300		
Leung	0.183	0.200	0.100	0.200		
Kronish	0.350	0.367	0.350	0.367		
Ellis	0.621	0.670	0.628	0.652		
Castro	0.200	0.200	0.367	0.367		
Brand	0.000	0.000	0.000	0.000		
YOU!						

Source: Office of Instruction training materials

HOW TO TAKE ACTION

Step 1

Determine/calculate your modal load.

Step 2

Make sure your current assignment reflects your modal load. (If you've been assigned your modal load, that's great! You can stop here.)

Step 3

If your current assignment *does not* provide you with your modal load, review the seniority list to determine your seniority.

Step 4

Using the seniority list, review the class schedule and identify classes assigned to less senior faculty that you believe could have been assigned to you. Make a list of those classes including the instructor assigned, the CRN number and the dates/times. Keep the following basics in mind:

- you must be qualified to teach the class
- it is helpful to identify if you have a reemployment right
- watch for classes that conflict in time/day with the rest of your assignment

Step 5

Should you identify potential assignment errors and develop a list, notify your Department Chair of your findings and cc AFT (aft@aft2121.org).

NB: This assignment review should happen as soon as possible after you receive your assignment to allow time for corrections to be made in advance of the semester's start.



Helpful links!

FTE Calculator

https://www.ccsf.edu/Offices/Scheduling_Office/fte.htm

Reading Your Paycheck

<http://www.aft2121.org/check-your-check/>

Contract

<http://www.aft2121.org/pay-salaries/aft-2121-contract/>

Load Calculation Handout

<http://www.aft2121.org/wp-content/uploads/Load-factors-and-hours.pdf>

Rassiq .550 Rule #3_Leung .200 Rule #1_Kronish .367 Rule #4_Ellis .628 Rule #3_Castro .2 Rule #2

Answer Key: Zavala .617 Rule #3_Fernandez .447 Rule #3_Madamba .250 Rule #1_