

### GUIDELINES FOR EMPLOYMENT OF TEMPORARY PART-TIME FACULTY

1. Employment of a new temporary part-time faculty member must be processed for Governing Board approval. Salary will be based on class and step placement on the appropriate faculty salary schedule for temporary employees.
  - a. Part-time faculty must complete a Withholding Tax Statement (W-4), PERS/STRS Retirement Information Sheet, Loyalty Oath, Employment Eligibility Verification (I-9 Form) and must submit a current tuberculosis clearance.
  - b. All part-time faculty must be processed for fingerprint clearance.
2. Temporary (part-time) faculty members should be assigned 67 percent or less of an FTE in any given semester. It is not permissible to exceed the limit in one semester and then "balance it out" during the following semester.
  - a. Note that "long term" substitutes must be counted in the percentage; however, "day-to-day" substitutes need not be included.
  - b. Concurrent assignments at other colleges in the District are counted when computing total load.
  - c. Faculty members teaching short-term courses or performing other academic services may balance their load over the weeks in a semester.
3. If an emergency occurs which requires the use of a part-time faculty member for more than 67 percent, the Senior Dean or Dean should submit a written request with District Human Resources to waive the 67 percent limitation. District Human Resources will forward the request to United Faculty for concurrence. If the request is granted, the college managers need to be certain that the faculty member does not exceed 67 percent during any of the following five semesters. Strict adherence to this policy is necessary to avoid having to employ a part-time faculty member who has not gone through the standard selection process, as a regular faculty member (as per Ed. Code limitations).
4. Checklist for Calculating and Monitoring Load for Temporary Faculty

Temporary faculty members are hired to teach classes for not more than 67 percent of the hours/week measured against full-time equivalent for regular employees having comparable duties. This calculation projects the temporary employees' total yearly assignment to that of the regular full-time employee by semester and by year.

- a. Excluded from calculation is substitute service on day-to-day basis; "day-to day" is substitute employment for a position temporarily and intermittently vacated by another faculty member.
- b. Excluded from calculation is service as a classified employee, provided that services rendered as classified employee can be clearly and convincingly distinguished from service rendered as a faculty member.
- c. Excluded from calculation is service rendered as a tutor, as tutoring is distinguished from classroom instruction.
- d. Excluded from calculation is voluntary non-teaching service, such as meeting with students, etc.
- e. Excluded from calculations is service rendered pursuant to the "Other Certificated Services" schedule, so long as duties are clearly and convincingly distinguished from classroom teaching duties and not counted towards FTE teaching load.
- f. Excluded from calculation is any assignment worked during Summer Session. (Dates indicated on the annual academic calendar.)

- g. Service rendered in excess of 67 percent but less than a full term (semester or year) may, pursuant to a contract, not qualify for reclassification as permanent employee.
- h. Calculation equals FTE by semester annualized by addition of fall and spring.
- i. With exception of Item g above, FTE cannot be greater than 67 percent for any one semester.
- j. Counselors, librarians and cooperative education instruction are to be included in calculation.

Education Code Section 87400, 87482.8