



## **Academic Senate Part-Time Faculty Committee**

**Monday, November 24, 2014**

**11:00am – 12:20pm in 70-066**

### **AGENDA**

- I. Resolution to Provide Part-Time Funding – Michael Lambe (Attachment A)
- II. Review Rank Forms as Discussed in Senate – Michael Lambe (Attachment B)
- III. Final Details for Part-Time Flex Week Program – Michael Lambe
- IV. Reaching Out to Departments Without PTFC Reps -- Jessica Woods
- V. Student Success Initiatives & Enrollment Strategies – Sue Gonda
- VI. Report on Academic Senate Part-Time Caucus & Plenary – David Milroy

**Next PTFC Meeting: Monday, January 26, 2015 – Location TBA**

**GROSSMONT COLLEGE ACADEMIC SENATE**

**Resolution for Adequate State Funding for Temporary Faculty: Pay Equity, Paid Office Hours and Conversion of More Temporary Faculty Positions to Full-Time Permanent Status.**

**Whereas**, temporary faculty now comprise the majority of higher education instructors in the United States; and

**Whereas**, temporary part-time faculty are required to hold the same academic qualifications and credentials as their full-time colleagues; and

**Whereas**, at most colleges full-time instructors are paid significantly more than part-time faculty for the same teaching or service duties for students; and

**Whereas**, student access to faculty outside of the classroom and during office hours is an important contributor to student success; and

**Whereas**, many colleges do not fund or underfund office hours for temporary faculty; and

**Whereas**, due to poor prospects for career advancement and inadequate pay many qualified temporary faculty leave the profession annually; and

**Whereas**, the retention of qualified instructors supports institutional viability and directly contributes to student success; and

**Whereas**, a well-paid, stable part-time workforce contributes to institutional stability, effectiveness and success; and

**Whereas**, the lack of sufficient full-time faculty leads to many of them overburdened with the responsibilities of shared governance, department, program and student needs—or some department needs cannot be adequately staffed to increase student success;

**Resolved**, that the Grossmont College Academic Senate requests that the Governor and the Department of Finance allocate additional funds for the categorical line items in the state budget that currently exist for parity/equity compensation and paid office hours for part-time temporary faculty in the California Community College system in the amount of \$30 million for paid office hours, and \$50 million for parity/equity compensation ; and

**Resolved**, that the Grossmont College Academic Senate requests that the Governor, State Legislators, and the Department of Finance allocate \$100 million for the conversion of existing part-time temporary faculty to full-time faculty status.

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**Grossmont College**

Petition for Adjunct Academic Rank

Date: \_\_\_\_\_

To: Academic Senate, Grossmont College

From: \_\_\_\_\_

Email Address: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

I hereby apply for the rank of: \_\_\_\_\_

Number of Semesters Served: \_\_\_\_\_

Professional Achievements satisfying requirements stated in Article III.A of the Academic Rank policy:

ACTIVITY

DATE

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College Service satisfying requirement(s) stated in Article III.B of the Academic Rank Policy.

ACTIVITY

DATE

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The petitioner has received a satisfactory or better score on the two most recent evaluations.

\_\_\_\_\_  
*Signature*

Dean: \_\_\_\_\_  
*Division*

\_\_\_\_\_  
*College*

**Return this form to the Chair of the Academic Rank Committee.**

**FOR COMMITTEE USE ONLY**

**Committee Response**

Approved

Disapproved

Comments:  
\_\_\_\_\_

\_\_\_\_\_  
*Chair, Academic Rank Committee*

\_\_\_\_\_  
*Date*

Routing: Academic Rank Committee  
Academic Senate  
College President

Revised: June 2014

## **GROSSMONT COLLEGE ACADEMIC RANK POLICY FOR ADJUNCT FACULTY**

Approved by the Grossmont College Academic Senate February 3, 2014

Faculty whose professional activities meet the criteria are invited to petition the Academic Senate for the appropriate rank

### **XI-A. ACADEMIC RANK POLICY FOR ADJUNCT FACULTY**

*This Policy Pertains SOLELY to Adjunct Faculty Affiliated with Grossmont College through the Grossmont College Academic Senate.*

#### **ARTICLE I – Non-compensation**

Faculty who work less than a full-time contract at Grossmont College will be designated Adjunct Instructor, Librarian, Counselor or Learning Specialist as appropriate. The awarding of adjunct academic rank shall not result in any change in the salary schedule or in the position which the faculty member occupies on that schedule. Any attempt to affect such a change shall result in revocation of Grossmont College's Academic Senate sponsorship of this plan. Adjunct rank will not follow a person should they attain a tenure-track position in the District.

#### **ARTICLE II – Designations**

- A. Adjunct Professor: Twenty semesters employed as a Grossmont College faculty member and fulfilling at least two of the criteria listed in Article III to include one from each criteria A and B.
- B. Adjunct Associate Professor: Twelve semesters employed as a Grossmont College faculty member and fulfilling at least one of the criteria listed in Article III.
- C. Adjunct Assistant Professor: Eight semesters employed as a Grossmont College faculty member and fulfilling at least one of the criteria listed in Article III.

#### **ARTICLE III – Criteria**

- A. Criterion One – Professional Achievement  
**Applicant should provide details to help the ARC understand the significance of the Professional Achievement [e.g. copy of cultural enrichment program, for a refereed text or research article the name of the publisher, ISBN, and date of publication, etc.].**
  1. Possession of an earned doctorate from an accredited institution.
  2. Initiated and played a major role in the implementation of an educational program recognized by the Academic Rank Committee (ARC) as a significant benefit to students.
  3. Made significant contributions to the community's cultural enrichment through personal achievements in the performing, literary and/or visual arts.
  4. Authored or co-authored a refereed text or research article, or computer software in petitioner's subject specialty recognized by the ARC as significant.
  5. Made presentations at professional conferences or meetings recognized by the ARC as academically significant to petitioner's discipline.
  6. Obtained outside funding or grants to enhance the college's teaching, research, and/or educational resources.
  7. Other professional achievement recognized by the ARC as at least equal in significance to any of the above.
- B. Criterion Two – College Service  
**Applicants should demonstrate consistent and continuous college service that helps the college function within the past five years.**
  1. Served at least four semesters as a coordinator or served at least four semesters as a member of the Academic Senate or Academic Senate Part-Time Faculty Committee within the past five years.

2. Served at least two semesters on any major college or District committee (e.g., Curriculum, Program Review, Professional Development, Planning & Resources, Basic Skills, Institutional Excellence, Part-Time Faculty Committee) within the past five years.
3. Served at least six semesters on any combination of college or district committees within the past five years not covered by the previous criterion.
4. Chaired a major committee within the past five years for a period of at least two semesters.
5. Other college service that the ARC deems to be at least equal in significance to any of the above within the past five years [including major college or district committees not listed in number 2. e.g. Chair College Accreditation Committee (not subcommittee), club advisor for at least eight consecutive semesters, etc.].

#### **ARTICLE IV - Procedures**

##### **A. Application Process**

1. Obtain an Academic Rank Petition form from Academic Senate website.
2. Complete the petition and attach applicable supporting materials.
3. Obtain the appropriate Dean/Director's verification of satisfactory or better scores on the two most recent evaluations.
4. Submit the completed petition to the Chair of Academic Rank Committee on or before the deadline.

##### **B. Approval Process**

1. The Academic Rank Committee consists of five members elected by the Academic Senate.
2. Decisions of the Academic Rank Committee must be unanimous.
3. Petitions will be rejected only for failure to meet the criteria.
4. Petitioners who do not receive a unanimous vote will receive a written explanation.
5. The Chair of the Academic Rank Committee will submit recommendations for rank to the President of the Academic Senate.
6. Approval of rank shall require a majority vote of the senators present at a regular meeting of the Academic Senate.
7. A Certificate of Rank will be issued by the Academic Senate at the College Recognition ceremony in May.
8. The Academic Senate will forward in an annual report the names of faculty approved for academic rank to the college President for publication and dissemination.

##### **C. Conciliation Process**

1. An unsuccessful petitioner is entitled to meet with the Academic Rank Committee if he/she feels that, through violation of the procedure or misinterpretation of the criteria or of the petition, the Academic Rank Committee is in error.
2. The petitioner will request that the Chair of the Academic Rank Committee convene the Committee to hear the petitioner.
3. The Academic Rank Committee will reevaluate its decision and, if rank is recommended, notify the President of the Academic Senate.

##### **D. Appeal Process**

1. If no resolution is possible at the conciliation level, the petitioner will present written details of the appeal along with a copy of his/her original application for rank to the Collegial Mediation Committee.
2. The petitioner will notify the Academic Rank Committee in writing that an appeal has been presented to the Collegial Mediation Committee.

3. The Collegial Mediation Committee will meet to resolve the appeal within ten (10) working days (exclusive of summer) of receipt of the appeal.
4. The College Mediation Committee will forward a written response to the petitioner with a copy to the Academic Rank Committee.

**ARTICLE V – Publication of Academic Rank**

Each person who is awarded academic rank will be accorded the benefits and recognition of rank. A Certificate of Rank, signed by the President of Grossmont College, the President of the Academic Senate and the Chancellor, will be presented to the Adjunct faculty member.