

PART-TIME FACULTY UPGRADE

Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Dept: \_\_\_\_\_

Semester for Upgrade: \_\_\_\_\_

Can the additional course(s) be taught as an overload or by a retiree?  Yes  No

Justification for upgrade: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Teaching Load (FTEF) before upgrade**

CRN	Course & Number	Course Title	Section	Course Type	Contact Hours	Units	FTE
<b>Total</b>							

**Additional Teaching Load (FTEF) after upgrade**

CRN	Course & Number	Course Title	Section	Course Type	Contact Hours	Units	FTE
<b>New Total</b>							

\_\_\_\_\_  
 Department Chair  Approve  Disapprove \_\_\_\_\_ Date

\_\_\_\_\_  
 Dean  Approve  Disapprove \_\_\_\_\_ Date

\_\_\_\_\_  
 Associate Vice Chancellor of Academic Affairs  
 Office of Instruction  Approve  Disapprove \_\_\_\_\_ Date

**Note: See next page for Part-time Faculty Temporary Assignment Process Steps.**

## Part-time Faculty Temporary Assignment - Purpose of Form

***This form is used for part-time faculty when they are given an additional assignment under the Collective Bargaining Agreement between the District and AFT2121 (“CBA”), Article 26.C.2 (Short-Term Temporary Assignment) or 26.C.3 (Long-term Temporary Assignment) only AND when that assignment brings that faculty’s semester workload above .67fte (67%).***

*This form is **not used** for Day-to-Day Substitutes (Article 26.C.1) or Long-term Substitutes under Article 26.C.4.*

## Procedure for Temporary Assignments under Article 26.C.2 or 26.C.3.

This form is initiated by the Chair, signed by the Dean and processed through the Office of Instruction.

- 1) Select a candidate for the temporary assignment according to the rules of assignment under Article 13 and 13-1 of the CBA.
- 2) If the selected candidate’s workload with the new assignment will exceed 67% of a full-time workload, it will be necessary to **upgrade** the faculty under Article 26.D. (Note: Article 26.D.2.2, 2.3 and 2.4 – are suspended – follow the procedures on this form instead.)
  - a. Ensure that the faculty has not worked more than 67% for more than two semesters in any six consecutive semesters (including this assignment).
    - i. You can meet this requirement by printing the SWRFC30 report from Banner for each of the six semesters (current semester and prior five). Please attach these printouts to the upgrade form.
    - ii. If the faculty has worked more than two in six consecutive semesters, he/she cannot be given the assignment. Find another faculty member to take the assignment.
  - b. Complete this form (Part-time Faculty Upgrade).
  - c. Attach the assignment form with the specific information about the temporary assignment.
  - d. Obtain necessary approvals for the upgrade (Dean).
- 3) Submit the approved upgrade to the Office of Instruction.
- 4) Office of Instruction
  - a. Verifies that all requirements for upgrade are met.
  - b. Submits the upgrade to Employee Relations.
  - c. Enters the assignment into Banner for assignment and pay purposes.
  - d. Notifies Payroll for ongoing pay purposes and for any pay adjustments for work performed prior to the upgrade being approved.
- 5) Employee Relations
  - a. Verifies all requirements of the contract with AFT are met.
  - b. Submits the upgrade to Human Resources for inclusion in the next available Board agenda for ratification.
- 6) Payroll pays adjustments, if any.

**Short-Term and Long-Term Temporary Assignments & Upgrades  
(Under Article 26C.3,4 and D of the Collective Bargaining Agreement with AFT)**

