



AP 7210 ACADEMIC EMPLOYEES: FACULTY

References:

Education Code Sections 87400 et seq., 87600 et seq., and 87482.8;
Title 5 Section 51025;
Faculty Association Agreement

A regular or contract (probationary) faculty position in the District is a full-time commitment. The faculty member is expected to perform his/her responsibilities as delineated in this administrative procedure as well as in the job announcement and the Notice of Employment. Working conditions may be further specified by the current Faculty Association Agreement. Failure of a faculty member to satisfactorily fulfill these responsibilities will result in administrative action.

Faculty are organized into departments and divisions. Each faculty member is in a department which is managed by his/her department chairperson or program director. Each department is in a division that is managed by a dean.

Faculty shall conduct themselves in a manner consistent with the American Association of University Professors (AAUP) Statement on Professional Ethics and conform to standards of conduct as stated in federal and state law and District policy. (Also see BP 3050 Institutional Code of Professional Ethics.)

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Instructional Faculty Job Description and Responsibilities

The primary duties of instructional faculty are those related to curriculum and teaching. The teaching assignment for a full-time faculty member is 30 Teacher Load Units (TLUs) per year) and is determined by the department, the area dean, and this procedure. In addition, class preparation time, college service, department meetings, and office hours are included in the faculty member's responsibilities. Full-time faculty also work with their peers to develop department processes.

Instructional Faculty Responsibilities

1. Demonstrate expertise, effectiveness, and competence in academic discipline, teaching, and/or area of assignment.
2. At the beginning of each semester or session, prepare and distribute, or make electronically available, current course syllabi to the students in each class taught. Such syllabi shall be consistent with the Curriculum Advisory Committee (CAC)-approved course outline of record and should include, as applicable, an outline of course objectives and requirements (exams, assignments, written work, field trips, etc.), grading policy, course content, student learning outcomes, and any specific rules or expectations of the instructor.
3. Present course content according to a planned schedule and consistent with CAC-approved course outline of record.
4. Begin and end scheduled classes on time.
5. Instruct and/or supervise students during scheduled class times.
6. If ill, unavoidably detained, or engaged in approved professional, department, or college business, make reasonable efforts to ensure continuity of course coverage by arranging for a qualified substitute or, when a substitute cannot be arranged, provide an alternative assignment and inform the department chairperson in advance. (If the department chairperson is absent, he/she shall inform the area dean.)



7. Establish and consistently enforce appropriate classroom rules and procedures.
8. Administer exams or other assessment tools consistent with course objectives.
9. **Administer final exams according to the District's published schedule.
10. Return assignments, with appropriate feedback, in a timely manner.
11. Maintain accurate records of students' grades.
12. Assess and report student learning outcomes (SLOs) in the District's SLO reporting system.
13. Maintain currency and depth of knowledge in discipline by participating in professional organizations, conferences, workshops, reading professional journals, and/or engaging in discussions with colleagues and other professionals in the field.

Related Instructional Faculty Responsibilities

1. **Maintain regular office hours in accordance with BP 7210 Academic Employees: Faculty and inform students of those hours.
2. Refer students to appropriate District resources for information, counseling, or other educational support as necessary.
3. Submit records of required textbooks and course materials, no show drops (if required), student attendance (if required), grades, and other required reports to designated campus officials on time.
4. Select textbooks and course materials consistent with the CAC-approved course outline of record, and, as appropriate, in consultation with the instructor's department, program, or disciplinary colleagues, for each of the classes taught, and regularly update such materials.
5. Participate in the evaluation and updating of existing department curriculum and in the development of new department offerings.
6. Participate with department faculty in analysis of SLO data and other key indicators to create course improvement plans. In cases where part-time faculty are the sole instructor of record, their participation in a course improvement plan is encouraged.

Other Professional/Academic Responsibilities of Instructional Faculty

1. Conform to District policies and procedures applicable to job assignment and professional activities.



2. Report illness/absences in accordance with AP 7344 Notifying the District of Illness.
3. **Engage in professional development activities on an on-going basis and seek ways to improve teaching effectiveness; fulfill professional development hours in accordance with AP 7160 Professional Development.
4. Respond in a timely manner to professional communications from faculty, staff, and students.
5. *Be available, if given reasonable notice, for department, division, and committee meetings and other professional tasks during normal working hours Monday through Friday on all contract days and hours except during assigned class times, office hours, and when performing other official duties.
6. *Attend department and division meetings except during assigned class times, office hours, and when performing other official duties.
7. *Attend Commencement and scheduled college-wide mandatory in-service days.
8. *Participate in required college service, department/division program reviews and college planning activities, including periodic accreditation activities.
9. *Participate in evaluation of District employees as needed.
- 10.*Report to area dean and department chairperson outside employment in accordance with BP 7800 Incompatible Activities.

*These items do not apply to part-time faculty.

** These items do not apply to noncredit part-time faculty.

Educational Support Faculty Job Description and Responsibilities

The primary duties of educational support faculty are those related to educational support services, which may include counseling/advising, service provision, and teaching. The duties of educational support faculty vary according to the respective departments in which the faculty member is assigned. The assignment for a full-time educational support faculty member is the equivalent of 30 Teacher Load Units (TLUs) per year, plus additional days as stated in the Notice of Employment, divided among counseling/advising, teaching, class preparation, program leadership, supervision, service provision, and/or referral, as determined by the department chairperson, the area dean, and this procedure. In addition, college service, department meetings, and office hours or appointments are included in the full-time faculty member's responsibilities. Full-time faculty also work with their peers to develop department processes.

Educational Support Faculty Responsibilities

Demonstrate expertise, competence, and effectiveness in area of discipline and/or area of individual assignment as listed below:



1. Provide students with services and resources that assist the learning process.
2. Guide students in identifying and clarifying their academic and/or career goals.
3. Develop students' skills that enable them to successfully pursue their academic and career goals.
4. *Provide work direction and supervision to short-term employees and student workers.
5. Develop and maintain regular and effective collaborative relationships with instructional faculty, administration, other college and university representatives, and community services.
6. If ill, unavoidably detained, or engaged in approved professional, department, or college business, make reasonable efforts to ensure continuity of work assignment and inform the department chairperson in advance. (If the department chairperson is absent, he/she shall inform the area dean.)
7. Refer students to appropriate off-campus services and to District resources for information, counseling/advising, or other educational support services as necessary.
8. Use technology-based educational support services.
9. Provide counseling/advising services to students and support to faculty.
10. May teach educational support classes to students consistent with the instructional faculty responsibilities.
11. Maintain accurate records for tracking and follow-up purposes as part of counseling/advising duties.
12. Assess and report student learning outcomes (SLOs) in the District's SLO reporting system.
13. Maintain currency and depth of knowledge in discipline by participating in professional organizations, conferences, workshops, reading professional journals, and/or engaging in discussions with colleagues and other professionals in the field.

Related Educational Support Faculty Responsibilities

1. Maintain regular contract hours in accordance with BP 7210 Academic Employees: Faculty.
2. *Participate with department faculty in analysis of SLO data and other key indicators to create program improvement plans.



3. *Participate in the evaluation of existing department courses or services and the development of new department services.

NOTE: *Educational support faculty who teach courses should refer to Instructional Faculty Job Description and Responsibilities listed above.*

Other Professional/Academic Responsibilities of Educational Support Faculty

1. Conform to District policies and procedures applicable to job assignment and professional activities.
2. Report illness/absences in accordance with AP 7344 Notifying the District of Illness.
3. *Engage in professional development activities on an on-going basis and seek ways to improve teaching, counseling, and services provision; fulfill professional development hours in accordance with AP 7160 Professional Development.
4. Respond in a timely manner to professional communications from faculty, staff, and students.
5. *Be available, if given reasonable notice, for department, division, and committee meetings and other professional tasks during normal working hours Monday through Friday on all contract days and hours except during assigned class times and office hours and when performing other official duties.
6. *Attend department and division meetings except during assigned class times, office hours, and when performing other official duties.
7. *Attend Commencement and scheduled college-wide mandatory in-service days. When adequate coverage of student services is not possible given student demand at the beginning of the semester, educational support faculty may schedule department-arranged professional development activities for later in the semester.
8. *Participate in required college service, department/division program reviews, and college planning activities, including periodic accreditation.
9. *Participate in evaluation of District employees as needed.
- 10.*Report to area dean and department chairperson or program director outside employment in accordance with BP 7800 Incompatible Activities.

* These items do not apply to educational support part-time faculty (credit and noncredit).

** These items do not apply to part-time, noncredit educational support faculty.



Substitute Faculty Responsibilities

The substitute faculty member's duty is to teach a class in the absence of the instructor of record. The instructor of record remains responsible for course planning and assessment. If the instructor of record misses two or more weeks of class, the substitute faculty member, in consultation with the department chairperson, is responsible for planning and assessment during that period.

Guidelines for Faculty Service

Regular (tenured) and contract (probationary) faculty are required to render college service to the District as part of their regular duties. College service may be completed in a variety of ways as defined below. Faculty are automatically exempt from any additional college service beyond their regular duties during the first full year of tenure-track employment and during years that the faculty member is on approved leave. Faculty may apply for other exemptions as defined below.

At the end of each academic year, each faculty member obligated to render college service for the following year will submit a plan for college service to his/her Academic Senator and a record will be kept in the Academic Senate Office. Divisions shall make every effort to assign representatives to any committee requiring divisional representation prior to recognizing any other service as a faculty member's service obligation. Divisions shall develop their own practices to ensure fairness. The Academic Senator for each division shall submit the division faculty members' college service commitment to the Academic Senate Office.

College service is defined as service in any of the following:

- Academic Senate Committees
- College-wide Committees
- Ad hoc College Committees
- Officer in the Faculty Association
- Student Club Advising (Attend related student activities at least twice per month.)
- Student Association Advising (Attend related student activities at least twice per month.)
- Department Chairperson (Department co-chairpersons must choose which Co-Chairperson will qualify under this section, and they may rotate for college service credit on a year to year basis.)
- Liaison to academic, educational support, or career-technical groups in the community on sustained collaborations that provide direct benefit to the college
- Officer in a National or State Organization Related to Profession or College

Faculty may formally request up to a one-year waiver from college service for personal hardship. Faculty must submit a written petition to the Academic Policies Committee explaining their extreme personal hardship. The Academic Policies Committee will review the request and then approve or disapprove the waiver. The faculty member may appeal the committee's decision to the Academic Senate, which will then make a final decision to approve or disapprove the waiver.



College service is considered a significant professional responsibility. College service will be included as part of the criteria for faculty evaluation. (See AP 7151 Evaluation of Faculty.)

College service, beyond the minimum required, which also qualifies as Faculty Professional Development, must be declared as such at the end of the academic year. The faculty member may not receive credit for both contractual college service and Faculty Professional Development college service.

Appointments to Faculty Positions with Management Duties

There are certain faculty positions which have significant management duties. They do not follow the process of department chairperson selection (see AP 7220 Department Chairpersons), but are positions filled by appointment by the Chief Instructional Officer, in consultation with the individual, the affected department, and the Academic Senate President, and with the concurrence of the Superintendent/President.

Academic Senate Compensation

Faculty members serving on the Academic Senate shall be compensated according to a TLU schedule mutually agreed upon by the Academic Senate and the Superintendent/President. The total TLUs allocated in the schedule shall be negotiated by the Faculty Association.

Teacher Load Units (TLUs)

A full-time faculty assignment is 30 teacher load units (TLUs) per year, with an average of 15 TLUs per semester. Teacher Load Units (TLUs) shall be determined as follows:

- a. One TLU is equivalent to sixteen to eighteen lecture hours.
- b. One laboratory class hour is equivalent to eight-tenths of one lecture hour.
- c. Any exceptions to TLU assignment for classes shall be reviewed and approved by the Curriculum Advisory Committee in consultation with the department chairperson and Chief Instructional Officer and recorded in the Office of Educational Programs.
- d. For educational support faculty, 30 TLUs are equivalent to 175 days, comprised of 165 instructional days plus 10 flex days (see AP 7160 Professional Development). Thus 30 TLUs are equivalent to 1,155 hours plus 60 flex hours (derived from 165 instructional days multiplied by 7 hours per day and 10 flex days multiplied by 6 hours per day). Educational support faculty may choose to work a compressed or non-compressed schedule:
 - a. **Compressed Schedule:** 1,155 hours at an average of 7.5 hours per day. If a required holiday reduces the academic calendar's total number of instructional days during the regular workweek (Monday through Friday) to fewer than 154 days, a compressed schedule may require hours on



Saturdays (an option only when services are offered on Saturdays to meet the needs of students) or on a workday outside the academic calendar.

- b. **Non-compressed Schedule:** 1,155 hours at an average of 7 hours per day. A non-compressed schedule will require 11 non-instructional days outside the academic calendar. If a required holiday reduces the academic calendar's total number of instructional days during the regular workweek (Monday through Friday) to fewer than 154 days, a compressed schedule may require hours on Saturdays (an option only when services are offered on Saturdays to meet the needs of students) or on an additional workday outside the academic calendar.

Options to extend beyond the academic calendar to meet the needs of students may be available upon faculty request. With the exception of extra contractual days, no faculty member shall be required to work any part of his/her regular load outside the academic calendar unless a required holiday reduces the total number of instructional workdays to fewer than 154.

Assignment of Instructional Faculty Loads

The department chairperson shall work collaboratively with full-time faculty to develop course schedules and assignments which best serve the needs of students.

Whenever possible, an instructor's assigned courses will be such that separate preparations will not be made for more than three-fifths of the teaching load. The number of preparations shall be equitably distributed among departmental faculty. A full-time faculty member may be assigned to teach day and/or evening classes as part of his/her regular assignment. Each department may adopt, by majority vote of all full-time faculty, a departmental process for assigning classes and load. Each department's process shall be filed with the appropriate dean of Educational Programs. Appeals shall be made according to the process defined in BP 7210 Academic Employees: Faculty.

Minimum and maximum class sizes for all lecture and laboratory classes are established in the course outline of record and are subject to approval by the Curriculum Advisory Committee (CAC). Changes to the maximum class size must be approved by the CAC as a course modification. Exceptions to the minimum class size must be approved by the Chief Instructional Officer or designee.

Assignment of Educational Support Faculty Loads

The department chairperson or director shall work collaboratively with full-time faculty to establish work schedules and assignments that ensure appropriate coverage of student services. Each department may adopt, by majority vote of all full-time faculty, a departmental process for work schedules, assignments, and load. Each department's process shall be filed with the appropriate dean of Educational Programs. Appeals shall be made according to the process defined in BP 7210 Academic Employees: Faculty.



Large Classes

Large classes are those with enrollments of 57 or more students. The determination of the size of large classes for the purpose of assigning TLUs shall be based on enrollment at census. Assignments for teaching large classes shall be made by the department chairperson in consultation with members of the department. To the extent possible, large class assignments should be equitably distributed. Teaching large classes is voluntary.

The following TLU ratings have been approved for large classes.

a. For a 4 TLU class:

No. of Students	TLUs	No. of Students	TLUs
up to 56	4.0	95–104	6.5
57–64	4.5	105–114	7.0
65–74	5.0	115–124	7.5
75–84	5.5	125+	8.0
85–94	6.0		

b. For a 3 TLU class:

No. of Students	TLUs	No. of Students	TLUs
up to 56	3.0	95–104	5.5
57–64	3.5	105–114	6.0
65–74	4.0	115–124	6.5
75–84	4.5	125+	7.0
85–94	5.0		

c. For a 2 TLU class:

No. of Students	TLUs	No. of Students	TLUs
up to 56	2.0	95–104	3.25
57–64	2.25	105–114	3.50
65–74	2.50	115–124	3.75
75–84	2.75	125+	4.0
85–94	3.0		

For classes with different TLU values, compensation will be prorated accordingly.

Noncredit Program Full-Time Assignment

A full-time assignment for noncredit instruction is designated as 25 hours of lecture or 35 hours of laboratory instruction, or an equivalent combination of lecture and laboratory instruction.

Compensation for Large Noncredit Classes

For any class that meets at least six times and has an enrollment of 61-96 students, compensation will be at one and one-half times the regular hourly rate. For any class



that meets at least six times and has an enrollment of at least 97 students, compensation will be at twice the regular hourly rate. The determination of class size for establishing the rate of compensation shall be based upon the enrollment figures at the end of the second week. Teaching large classes is voluntary.

Non-Teaching Faculty Compensation

Faculty duties of department chairpersons, directors of programs, coordinators, conductors of music programs, coaches, and chairpersons of certain committees shall be compensated by stipends.

- a. These stipend amounts are determined by the Committee on Non-Teaching Compensation using the appropriate stipend worksheet which reflects non-teaching duty assignments. (See the Committee on Non-Teaching Compensation Orientation Handbook posted on the Office of Educational Programs website.)
- b. Excluded from compensation by stipend under this section are duties and responsibilities for which reassigned time is provided. Faculty receiving such reassigned time include the Academic Senate leadership.
- c. Stipends, as defined in this section, may be converted to TLUs.
- d. As defined in the section titled "Maximum and Minimum Numbers of TLUs Per Semester" (below), the maximum load that may be assigned to a faculty member in one semester is 21 TLUs. For the purposes of this procedure, the equivalent TLU value of a faculty stipend, when added to the faculty member's load, must not exceed a total of 21 TLUs without the consent of the faculty member, department chair, area dean, and the Chief Instructional Officer or designee. The equivalent TLU value of a faculty stipend will be calculated by dividing the dollar amount of that stipend by the hourly rate as listed in the stipend spreadsheet available in the Office of Educational Programs. When the equivalent TLU load of a faculty member's stipend exceeds six TLUs, the faculty member receiving that stipend will be assigned a load of fewer than 15 TLUs so that his/her total load does not exceed 21 TLUs.
- e. If a portion of a person's stipend is for Non-Standard Work Schedules (summer or winter break), by agreement of the Chief Instructional Officer or designee, a portion of the stipend may be paid in the summer or winter. That portion will not be calculated against a fall or spring semester load.
- f. A yearly adjustment to department chairperson stipends will automatically be made in the Fall semester by the Office of Educational Programs if any of the following factors change: number of full- or part-time faculty in a department; number of classified personnel in a department; or number of department TLUs. This computation will be based upon the department chairperson Stipend Worksheet.



New or changed assigned duties and related appeals shall be submitted in the annual program review. The Committee on Non-Teaching Compensation reviews all stipend requests and shall be convened by the President of the Academic Senate. This committee shall be composed of the President of the Academic Senate, or designee, four Educational Program Deans appointed by the Chief Instructional Officer or designee, the President of the Faculty Association, or designee, and two faculty appointed by the President of the Academic Senate. When a matter before the committee involves a faculty member from an area other than those represented by the deans serving on the committee, the appropriate dean shall be invited to work with the committee in a resource capacity.

The purpose of the Committee on Non-Teaching Compensation shall be to review and rate, using the Department Chair Stipend Worksheet and/or Faculty Leadership Stipend Worksheet, compensation factors for:

- Newly assigned leadership and/or non-teaching responsibilities resulting from administrative action and approved for funding through resource allocation processes.
- Leadership and/or non-teaching positions for which a stipend is already being paid, but for which the responsibility, scope of duties, and/or nature of responsibility has substantially changed since that assignment was last rated.

Requests for review and rating by the committee may be initiated by the faculty member affected, the responsible department chairperson or supervisor, or an appropriate administrator. Such requests must be submitted in the annual program review process. The committee's recommendations for funding are forwarded to the Office of Educational Programs no later than March 15 of each year. The burden of demonstrating that a new assignment warrants review and rating, or that an existing assignment has changed substantially enough to warrant reconsideration, shall rest solely with the person submitting the request. The committee will first decide whether a request for review and rating warrants consideration. If the request is deemed unwarranted, the committee will notify the applicant. All other requests shall be rated and, if warranted, a recommendation for new, additional, or reduced compensation shall be forwarded to the Chief Instructional Officer or designee and the Superintendent/President for action. All decisions of the committee will be based upon majority vote.

Full-Time Faculty Load

A full-time faculty load shall be considered fulfilled by completing a teaching and/or work assignment which yields 30 TLUs per year.

Underloads and Overloads

An underload is defined as completing a teaching and/or work assignment which yields fewer than 30 TLUs per year. An overload is defined as a schedule which yields more than 15 TLUs in a semester. Underloads require balancing and overloads are subject to a limitation.



The District shall not require a faculty member to have an underload or an overload in any given semester.

Faculty members may have a paid underload in the fall or spring semester with approval of the Chief Instructional Officer or designee. The underload shall be made up in accordance with the provisions of the Faculty Association Agreement. Current and cumulative teacher load records will be kept by the Office of Educational Programs each semester. Faculty members shall verify the accuracy of each semester's load.

Maximum and Minimum Number of TLUs per Semester

The maximum number of TLUs that may be assigned in one semester is 21, i.e., six overload TLUs. Overloads shall be scheduled to avoid conflict with the faculty member's professional duties. The minimum number of TLUs that may be assigned in one semester is 11, i.e., four underload TLUs. Exceptions require consent of the faculty member and must be approved by the department chairperson, area dean, and the Chief Instructional Officer.

Balancing Underloads

See the Faculty Association Agreement.

Overload Payment and Banking of TLUs

Overloads will be paid at the time the overload is earned, or up to 15 TLUs may be banked for compensatory underload assignment, approved family medical leave, or sabbatical leave. TLUs earned in summer may also be banked. (See the Faculty Association Agreement.)

Unused banked TLUs can be distributed as cash payment only at time of termination of employment from the District.

Overload for Sabbatical (from the Faculty Association Agreement)

See the Faculty Association Agreement.

Alternative Assignments

Underloads may be made up by assignments other than teaching only with the consent of the faculty member, department chairperson, area dean, and the Chief Instructional Officer. Every attempt shall be made to have the alternative assignment relevant to the teaching assignment. All alternative assignments shall be based on a ratio of two hours of work per week being equal to one TLU.

Summer Teaching Load

The maximum summer session teaching load is one-third of a maximum regular session teaching load, normally seven units or two classes (15 TLUs with a maximum overload of six TLUs = 21 units). Exceptions require consent of the instructor and must be approved by the department chairperson, area dean, and the Chief Instructional Officer. It is further recommended that no other District project be undertaken during the time an instructor has a full summer session load.



Grievances Concerning Underloads/Overloads

Grievances concerning overload/underload shall be addressed through the District's grievance procedure (AP 7216 Faculty Grievances).

Academic Title

The following list of academic titles applies to Faculty:

Instructor: Part-time Faculty or first four years (contract probationary, temporary contract), and those with less than the requirements for Assistant Professor.

Assistant Professor: Fifth, sixth, seventh, and eighth year of contract service, plus requirements for Salary Class II.

Associate Professor: Ninth year of contract service and beyond, plus requirements for Salary Class III.

Professor: Either: (a) Fourteenth year of contract service, plus requirements for Salary Class V or: (b) Tenth year of contract service, plus an earned doctorate.

For establishing above titles:

- a. Credit college faculty service only will apply. The number of units completed will be those approved by the Academic Policies Committee.
- b. Reciprocity will be given for previous years of faculty service and previous faculty titles at the college level.
- c. Experience in summer session teaching and part-time noncredit teaching do not apply to titles higher than that of Instructor.
- d. Sabbatical leave time applies.
- e. Length of Service: faculty on a part-time contract (4/5, 2/3, etc.) will advance proportionately. A person must serve 75 percent of the number of days in a school year to be granted advancement to the next title. (For printing in the catalog, length of service is determined as of the next academic year.)
- f. Academic titles or academic designation will be those officially awarded by an accredited academic institution and recognized by the District.

Emeritus Status

Emeritus status is designated to recognize the contributions of retirees and to encourage their continued association with the District. Emeritus status is conferred by the Board of Trustees, upon acceptance of retirement, for faculty who have completed ten years of service as a tenured employee and have been recommended by three tenured faculty within the retiree's division or the department chairperson, and the Chief Instructional Officer and the Superintendent/President.



Emeritus status extends the following privileges to retirees:

1. Gold Events Pass
2. Library privileges
3. Parking permit privileges, Monday through Thursday, after 3:00 P.M. and all day on Friday.
4. Inclusion in College Catalog of all emeritus members.

Approved: May 16, 2016

(Replaces SBCC AP 4490, AP 4491, AP 4500, AP 4501, AP 4503, AP 4504, AP 4600, and AP 4914)

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