

**PCCEA DRAFT PROPOSAL SUMMARY TO THE PCCCD BOARD'S
MANAGEMENT TEAM - 2010/2011 MEET AND CONFER
ISSUES WITHIN THE FACULTY PERSONNEL POLICY STATEMENT**

PCCEA's proposal contains items both with and without economic impacts. We pledge to work collaboratively with the Board's Management Team to allocate available funds to meet the needs of the College and Faculty.

1. Step Advancement (Article V) E01-2010

- ◆ Given available funds, grant a step to all eligible faculty members who satisfied the Step Progression Program
 - Rationale: If the funding is available, PCCEA would like to return to the standard step/lift practice for salary increases

2. Appropriate pay and benefits for required discipline work beyond contract period (Article V) E12-2010

- ◆ Faculty required to work beyond their contract will be compensated at their prorated salaries.
 - Rationale: To ensure appropriate compensation for faculty required to work beyond their contracts for accreditation purposes and overall success of their programs.

3. Department Chair Task Force Recommendations (Appendices D, E, F, G) E06-2010

- ◆ Incorporate the language modifications recommended by the Department Chair Task Force established by Faculty Senate in 2006 to address various concerns relating to duties and compensation of faculty in leadership positions of Department Chair, Lead Faculty, Library Directorship and Coordinators of Advising and Counseling.
 - Rationale: To ensure faculty leadership compensation is commensurate with workload and responsibilities.

4. Discipline Standards Faculty (Appendix K) E17-2010

- ◆ Any adjunct or regular faculty candidate screened out by Contracts and Certification should be reviewed by the Discipline Standards Faculty (DSF).
 - Rationale: Work of DSF is vital for accreditation and they should be working actively with Contracts and Certification.
 - Rationale: Ensures that hiring pools consist of the most qualified candidates. (i.e. we don't want to be liable for screening out someone who was actually qualified)

The remaining items are non-economic. Although they have been ordered by priority, this prioritization is of less magnitude than the priority order of the economic items.

5. Payroll errors (Article V) E02-2010

- ◆ Payroll errors and consequent corrections will be followed up with written notification from HR to the faculty member. Any overpayment reimbursement resulting from an error on the College's part will not exceed a set percentage of the faculty member's salary.
 - Rationale: Avoid legal liability by delineating a shared process in addressing errors in payroll.

6. Faculty Hiring (Article III) E07-2010

- ◆ Establish a procedure and timeline for all aspects of Faculty Hiring, including the interview process.
 - Rationale: Consistency, fairness, and equity.

7. Process for Faculty Administrative Appointments (Article II) E08-2010

- ◆ Establish a procedure.
 - Rationale: To ensure consistency district-wide.

8. Selection Process for Library Directors (Appendix E) E09-2010

- ◆ Establish a procedure.
 - Rationale: To address the lack of process for selecting Library Directors pointed out by Administration in June of 2009.

9. Winter Intersession (Articles II, V, Unit Guidelines) E03-2010

- ◆ Include Winter Intersession in policy.
 - Rationale: Policy needs to be updated to include Winter Intersession.

10. Scheduling Task Force Recommendations (Article II) E15-2010

- ◆ Review Task Force Recommendations
 - Rationale: Address issues that were identified in last year's Meet and Confer.

11. Sick Leave (Article VI) E13-2010

- ◆ Strike the sentence: "A Faculty member who is approved for a reduced contract will be credited with a pro-rata amount of sick leave".
 - Rationale: Faculty members are already prorated sick leave based on the number of accountable days. There is no reason to further pro-rate sick leave based on the number of load-hours.

12. Personal Leave (Article VI) E05-2010

- ◆ Change “half-day increments” to “15-minute increments”
 - Rationale: Comply with Common Policy.

13. Department Chair Nominations (Appendix D) E10-2010

- ◆ Only those faculty who meet the same criteria as the Department Chair can nominate or self-nominate Department Chairs on their campus.
 - Rationale: Clarify that department chair candidates cannot be nominated by colleagues outside of their discipline.

14. Working Conditions (Article II) E11-2010

- ◆ Faculty will not be prohibited from leaving a post.
 - Rationale: To ensure humane and reasonable working conditions.

15. Notification of Separation (Article XII) E04-2010

- ◆ The College shall inform PCCEA leadership of any loss of faculty due to separation, retirement or fatality in a timely fashion.
 - Rationale: Information is essential to maintaining accurate records.

16. External Contracts (Article II) E14-2010

- ◆ Include language to address contracts funded by external sources.
 - Rationale: Currently not addressed in policy.

17. Sabbaticals (Article VII) E16-2010

- ◆ Placeholder to include recommendations from the Faculty Professional Development and Sabbatical Standing Committee
 - Rationale: TBD

Discussion Topics

- ◆ Academic Calendar
- ◆ Active/Early Retirement
- ◆ Course Types
- ◆ Dual Enrollment
- ◆ Faculty Hiring
- ◆ Regular review of Common Policy
- ◆ Unclassified Salary for Music Positions