

PART TIME FACULTY REHIRE PREFERENCE POOL TENTATIVE AGREEMENT

Peralta Community College District (“District”) and Peralta Federation of Teachers (“PFT”) hereby agree to the following new contract section:

Article 30 (new section H):

H. Part-time Faculty Rehire Preference Pool

The District and the PFT are committed to the principles and law of Equal Employment Opportunity. In addition, it is recognized that the communities and students served by the District are diverse in their cultures, ethnicities, language groups and abilities, and the District and the PFT are therefore committed to fully representing that diversity in its workforce. The District and the PFT value diversity and strive to assure that a plurality of represented groups participate in the development and delivery of its instructional *and student services* programs.

The District and the PFT recognize that the success of its instructional program and student services programs is in large part dependent upon a valued and competent part-time faculty that is committed to consistently delivering a high quality of instruction and student services.

1. **Preferred Hiring Pool.** Except as noted in #3 below, Part-time faculty in the College Preferred Hiring Pool will be given preference in assignment over Part-time faculty in the Non-Preferred Hiring Pool (see #4 below for specifics). Within the College Preferred Hiring Pool, all faculty will be treated equally: This policy is in no way meant to modify or change existing PCCD policies and practices in assignment of extra service classes to contract faculty, (see Article 18). The Preferred Hiring Pool shall consist of part-time faculty who meet all of the following criteria:
 - A. Employed as a part-time faculty member or Long Term Substitute (LTS) in the College(s)/Discipline(s) for at least six of the last ten semesters, or currently employed part-time faculty who have successfully completed the Peralta Faculty Diversity Internship program.
 - B. Performance Evaluation.
 - 1) A "surpasses requirements" performance evaluation¹ or better shall be required for initial entry into the College Preferred Hiring Pool. The Performance evaluation will be based on peer classroom evaluations, student evaluations, self-evaluation, the administrative evaluation, an optional administrative classroom evaluation, and an optional non-classroom evaluation form. A summary evaluation form will summarize the evaluations in each of these areas and provide the overall performance evaluation rating
 - 2) Once in the College Preferred Hiring Pool a “meets all requirements” performance evaluation or better shall be required for an instructor to remain in the Preferred Hiring Pool.

¹ The Evaluation rating system for part time Peralta evaluations shall be :

- 1) Is exemplary
- 2) Surpasses requirements
- 3) Meets all requirements
- 4) Does not consistently meet requirements
- 5) Does not meet requirements

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- 3) The part-time evaluation process (only) shall be further modified by adding the following to the existing process:
- a. Administrative (supervisor) classroom evaluation shall be an optional part of the evaluation process. If the administrator does not complete a classroom evaluation, the administrator may not vote on the summary evaluation rating. This classroom evaluation shall conform with the process currently used for administrative (supervisor) classroom evaluation in the Tenure Track evaluation process (Tenure Track policy, Sec II A 3). The non-classroom administrative evaluation is required whether or not the administrator conducts a classroom evaluation.
 - b. For instructional faculty, the Self-Evaluation shall include (in addition to existing Self-Evaluation form) a listing of all assignments; a copy of the syllabus; a description of student assessment method(s) used.
 - c. The process for choosing faculty evaluators for part-time evaluations shall be modified as follows:
 - (1) For the Initial Evaluation, the Evaluation Committee Chair will be chosen by mutual agreement of the Department Chair (or Academic Senate President at COA) and Dean; the other faculty member on the committee will be chosen by mutual agreement of the Dean and the faculty member being evaluated. Part-time faculty may serve in either position with the approval of the Dean, and will earn 5 hours of Staff Development credit per evaluation for his/her service. If mutual agreement cannot be reached, the faculty evaluator will be chosen by lottery. In the selection of evaluators every effort will be made to insure that they are representative of the diversity of our community and sensitive to multi-cultural concerns.
 - (2) For the Initial Evaluation, the Evaluatee may challenge one faculty evaluator. If a challenge is made, the challenged evaluator will be replaced by a faculty member chosen from a lottery of contract faculty in the discipline and in related disciplines. Part-time faculty in the discipline and related disciplines who are approved by the Dean (and willing to do evaluations in return for Staff Development credit) may also be in the lottery. The Dean shall conduct the lottery. The evaluator chosen by lottery may not be challenged. Every effort will be made to insure that they are representative of the diversity of our community and sensitive to multi-cultural concerns.
 - (3) For Subsequent Evaluations, the Faculty Evaluator will be chosen by mutual agreement of the Department Chair/Academic Senate President at COA and the part-time faculty member. Part-time faculty may also serve as Faculty Evaluator, with the approval of the Dean, and will earn Staff Development credit for his/her service. If agreement on a Faculty Evaluator cannot be reached, the Faculty Evaluator will then be chosen by lottery, as per 3(c.1) above. The evaluator chosen by lottery may not be challenged.
 - a. The Summary Evaluation Report rating shall be decided by a majority of committee members who did classroom observations and evaluations, including the administrator, if the administrator does a classroom observation/evaluation. If the administrator does not complete a classroom observation/evaluation, the administrator may not participate in the summary evaluation. In cases where only two classroom observations/evaluations are done and the two evaluators do not agree the faculty member will be evaluated again the following semester using the "initial evaluation" model (p 62, TR Handbook).

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- b. If the student evaluations or peer classroom evaluation(s) are not completed with four weeks left in the semester, the College VP of Instruction (or representative) and the college Academic Senate President (or representative) shall jointly develop a plan to complete the process by the end of the semester, and determine a summary rating. In such cases, the faculty member shall have the right to receive a full evaluation during the following semester, if he/she makes a request for a full evaluation (in writing) to his/her Dean (with a copy to the PFT) within the first two weeks of the following semester.
- c. The evaluation schedules for the faculty identified in #1 above shall conform with the Ed Code regulations on evaluation, with 1/3 of the part-time faculty evaluated every year. The specific part-time faculty evaluation list for each year shall be based on seniority within the College discipline(s), with due consideration to maintaining and enhancing diversity.

Non-Preferred Hiring Pool consists of part-time faculty members currently employed by the District but not in the Preferred Pool, or applicants for part-time teaching positions who meet state minimum qualifications.

If part-time faculty positions are open but there are no available qualified individuals in the discipline from the College Preferred Hiring Pool, the division Dean or designee shall consider faculty members currently employed in the department/discipline or at another college in the District who are not in the Preferred Pool. The Dean or designee may also contact the Office of Human Resources regarding selected outside discipline candidates who are currently in the central District pool, screen candidate materials for desirable skills and attributes, and interview candidates prior to making a recommendation for employment

2. Faculty assignments shall comply with Article 18-A-12.
3. Exceptions to Rehire Preference Policy

In the best interests of the College academic program, the Division Dean and Department chair (or Academic Senate President at Alameda) may elect to hire someone in the Non Preferred Hiring Pool over someone in the Preferred Hiring Pool. If they agree, they will jointly author a letter informing the person in the Preferred Hiring Pool that he/she is not being selected and explaining the reason for the decision. If they disagree, a final decision will be made by the College President, who will author the letter. A copy of the letter shall also be sent to the PFT. Neither the decision nor the letter will be subject to the grievance procedure.

4. Program Operational Components:

A. Electronic List

The Office of Human Resources will create and maintain an updated electronic list of all individuals currently in the Preferred Hiring Pool, and will provide shared access to Division Deans, other designated College administrators, and to the PFT President, PFT Chapter Chairs, Faculty Senate Presidents, college department chairs and lead instructors (at COA). Human Resources will update the list as required. Designated individuals shall have query access in order to view the list (view sorts by College or District-wide by discipline) from his/her desktop. Part-time employees shall have computer access to his/her individual information.

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The electronic list shall include contact information, each discipline for which minimum qualifications have been met; confirmation of receipt of required performance evaluation received in Human Resources, base load (see #C below), and confirmation of the most recent District semesters worked. The data shall not include reference to gender, ethnicity, age, ability, or other category as protected by Equal Employment Opportunity law.

The list shall be updated with current assignment information within 4 weeks of the start of each semester.

B. Assignment:

Members of the Preferred Hiring Pool shall be offered assignments for his/her Base Load (see #C below) if such assignments are available. Assignments beyond Base Load are not precluded by this agreement. The college retains the right of assignment of regular or contract faculty and to cancel part-time assignments based on the needs of the college and District.

C. Base Load

The Base Load of a part-time instructor shall be the average equated hours assigned to the part-time faculty member in each discipline at each college in the Spring and in the Fall semesters during the most recent three years, including the semester in which the list is made. Base Load shall be calculated separately for the Spring and Fall semesters, up to a maximum of 60% of Base contract load. Base Load for former Diversity Interns shall be based on his/her internship assignment. The assignment preference is only at the college(s) where the part-time faculty member works. If a part-time faculty member is bumped from an assignment, the Base Load calculation will include his/her Base Load as originally assigned. If an assignment is declined, the Part-time Faculty member will remain on the College Rehire Preference List, as long as he/she qualifies. Exceptions to removal from the list will also be made in the event of approved family leave, documented medical circumstances or a documented medical emergency.

D. Emergency Hires

Emergency Hires fill part-time faculty positions that become vacant due to the sudden unavailability of staff during an ongoing semester, during the four weeks immediately prior to a semester, summer session, or intersession, or when classes or services are added following the start of a semester, summer session, or intersession due to increased enrollment demands.

When an Emergency Hire position is identified, the Division Dean and department chair (if applicable, and/or other discipline faculty as designated by the Dean) shall make every effort to employ a part-time faculty member in the Preferred Hiring Pool.

If the Emergency Hire position cannot be filled with a part time faculty member in the Preferred Hiring Pool, the Division Dean and department chair (if applicable, and/or other discipline faculty as designated by the Dean) shall make a good faith effort to:

- Review the database of discipline employees not in the Preferred Hiring Pool
- Coordinate with Human Resources for the review application materials of outside candidates
- Interview candidates who most closely meet the desirable skills and experience of the position(s)

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- Select an individual to fill the unexpected vacancy

Emergency hires from the non-Preferred Hiring Pool will not automatically enter the Preferred Hiring Pool, unless they qualify as described above.

E. Seniority and bumping rights

Members of the Preferred Hiring Pool will not have seniority or the right to bump from an assignment another Part-time Faculty member.

This contract section is subject to approval of the PFT in accordance with its procedures and, thereafter, to approval of the PCCD Chancellor and Board of Trustees.

Dated:

Dated:

For the District

For PFT