

* To: Rick Greenspan

3 pages including this page.

Tae-Seen

Side Letter of Agreement

**Peralta Federation of Teachers, Local 1603, CFT/AFT, AFLCIO
and Peralta Community College District**

The PFT and District agree to the attached memorandum concerning the position of Faculty Diversity Program Coordinator. (Attachment 1)

This side-letter shall not be physically included within the next collective bargaining agreement between the parties, but its terms are binding and it is subject to the terms of the Agreement, including the grievance and arbitration provisions for purposes of enforcement.

Dated:

By:


PFT Representative

5/18/04

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By:


District Representative



April 30, 2004

This position is part of the District's commitment to Equal Employment Opportunity as referenced in Board Policy 3.03.

Faculty Diversity Program Coordinator

The Faculty Diversity Program Coordinator shall implement and oversee the Faculty Diversity Internship Program, and shall support and facilitate the recruitment and retention of a diverse faculty and shall receive up to 0.5 release time subject to budget considerations.

The following are examples of function of the coordinator. These are examples only, actual assignments may vary depending on program needs as determined by the Director of Affirmative Action:

- Coordinates the day-to-day implementation of the FDIP;
 - Develops an intern recruitment strategy and implements a recruitment plan;
 - Provides leadership for interns and mentors in the Program;
 - Coordinates the flow of transactions between the Colleges and the District Office involving the processing of Personnel Action Request Forms, intern application forms and intern/mentor contracts;
 - Acts as the liaison with College/University Graduate School Programs and with the Peralta Colleges' Offices of Instruction, Department Chairs, interns and mentors;
 - Coordinates intern orientation/support meetings;
 - Coordinates the intern evaluation process;
 - Provides appropriate and timely follow up with applicants, interns, mentors, college departments and graduate school programs;
 - Prepares periodic reports to the Director of Affirmative Action, the DAS, PFT, college administrative staff and the Board of Trustees; and,
 - Maintains FDIP database of program information and manages FDIP records.
- a. The term of office shall be for two years with an option of two one year extensions, but not to exceed four consecutive years based upon an annual evaluation by a five-member committee comprised of a membership of two administrators from the colleges and three faculty appointments by the District Academic Senate or designee, the PFT President or designee and the Diversity Chair of the Peralta Federation of Teachers. The Committee shall evaluate the coordinator and make their recommendation to the Senior Vice Chancellor for Education Services by April 15. If the decision is to continue for another year, the appointment will continue. If the decision is to not continue, the Senior Vice Chancellor will advise the committee to commence the recruitment and selection process. The position shall be filled by May 15.

- b. The Coordinator Selection Committee shall be composed of two members appointed by the District Academic Senate and the President, Vice-President and Diversity Chair of the Peralta Federation of Teachers. It will be this committee's responsibility to advertise for the position, interview for the position, and recommend up to three applicant(s) to the Senior Vice Chancellor of Educational Services for him/her to interview and make the final selection. If the Senior Vice Chancellor does not select one of the finalists, then he/she shall inform the committee. Thereafter, the committee will reconvene and determine if it will recommend additional applicants for interview or recommend recruitment of additional candidates. The coordinator shall report to the Senior Vice Chancellor of Educational Services and will provide reports as required to the DAS, PFT, college administrative staff and the Board of Trustees.
- c. Intern faculty members shall be guaranteed the right to an interview for any publicly advertised regular contract, probationary, or long-term substitute position if that position is in the specific area the faculty member is currently working, or has worked in the District, and for which that person applies and meets the minimum qualifications. Application must be made, in writing, to the District Personnel Office no later than the closing date posted on the specific announcement.

These procedures will remain in effect until and/or unless agreed upon mutually.