

Article 14, Section G - Other Special Assignments

The process for the development of other new special assignments not already set forth elsewhere in the Contract, Appendix or Board Policy (such as Senate and Curriculum Committee assignments), including the process for determining the amount of any stipend above \$2000 and/or release time and the duration of any such special assignment shall be as follows:

1. Release Time and Stipend Special Assignments

- a. The development of the special assignment and the determination of the stipend and/or release time shall be at the sole discretion of the College President or Vice Chancellor for Educational Services. The placement of any faculty member in any such special assignment shall be by mutual agreement between the faculty member and either the District administration or College President or designee. Any such special assignments created pursuant to this Article may include both ZZOIS ("other assigned time") assignments and specific work done by faculty in return for a set monetary stipend.
 - b. For new and renewing special assignments under this Article, the College President, Vice President, or Vice Chancellor for Educational Services (if a District Office assignment) shall notify College faculty of the availability of the assignment via a general email at least ten (10) working days before a final selection is made. The notification and selection process may take place during the semester prior to the start of the new assignment or during summer session but shall not take place during intersession or during a period when the College is not in session.
2. Any concern with the rate of pay or compliance with the announcement guidelines (see Article 14.G.3.) shall be submitted to the Vice Chancellor of Human Resources & Employee Relations. The Vice Chancellor shall respond within seven (7) days.
 3. The email announcement set forth in Article 14.F.3 shall include:
 - a. Notice that faculty are required to submit a "Statement of Interest" via email to the President and/or the appropriate Vice President or Vice Chancellor.
 - b. The length of the assignment, including a starting and ending date.
 - c. The amount of release time and/or stipend for the assignment.
 - d. The amount of time, in, expected for completion of the assignment. A range of hours can be provided in cases of stipends. If assignments exceed hours in the initial posting, reposting is required.
 - e. Notice whether the assignment is "ancillary," as defined pursuant to Education Code 87482.5 subsection (c) (i), or counted towards load for part-time faculty.
 - f. The required and/or desired skills for the assignment.
 - g. A description or summary of the responsibilities of the assignment.

h. Notice of the selection process for the assignment, which shall be defined as the President or Vice Chancellor for Educational Services reviewing the submitted Statements of Interest and making a decision.

i. Notice of whether or not the President or the appropriate Vice President or Vice Chancellor is planning to conduct interviews for the assignment, which shall be at their sole discretion.

j. The assessment process for the assignment following the conclusion of the assignment.

k. Notice that the President or Vice Chancellor for Educational Services has the right, at his or her discretion, not to continue the faculty member in the special assignment after the posted ending date, and that this decision shall not be subject to the grievance procedure.

5. When a faculty member is chosen for a special assignment, the member shall be notified via email within five (5) working days after the selection is made. The email shall include the complete announcement (#4 above). A copy of the email shall be sent to the PFT President.
6. Each faculty member chosen for a special assignment shall be compensated at the faculty member's non-instructional rate.
7. The District choice of faculty member for an assignment under Article 14 G shall not be subject to the grievance procedure, but any allegation that the District failed to follow the process outlined above shall be subject to the grievance procedure.