

Memorandum of Understanding
between the
All Faculty Association
and
Sonoma County Junior College District
regarding

Article 17: Job Descriptions
April 18, 2021

AFA and the District agree to the following changes to Article 17.

~~**17.11 REASSIGNED TIME AND SPECIAL ASSIGNMENTS**~~

~~**A. Right of Assignment:** Other than chair duties (Article 13: Department Chairs and Coordinators, section 13.03.A), the District retains the right of assignment for any job duties for which reassigned time is designated. These assignments will be made only with the consent of the faculty member being assigned, except for coordinator duties (Article 13: Department Chairs and Coordinators, section 13.04). The District will maintain a list of current assignments compensated with reassigned time, and make this list available to AFA.~~

~~**B. Special Expertise and Commitment:** The District retains the right of assignment for instructional assignments that require special expertise and commitment, including, but not limited to: Director of Forensics, Art Gallery Director, Multicultural Museum Director, Summer Repertory Theater Artistic Director, and Oak Leaf Newspaper Advisor. For these special assignments, in consultation with the faculty member, the department chair will recommend and the District will approve the assignment.~~

17.11 Special Assignments. The District has the right to create Special Assignments for faculty members to perform duties other than student contact within their departments or elsewhere in the District.

- A. The District retains the right of assignment for Special Assignments except for those which explicitly require an election.
- B. Special Assignments will be made only with the consent of the faculty member being assigned.
- C. All Special Assignments will be available to contract and adjunct faculty, except when prohibited by the contract or by AFA or Academic Senate bylaws. Special Assignments performed by adjunct faculty will be considered professional ancillary activities per Ed Code Section 87482.5(c)(1) and will not count against the 67 percent limit on load.
- D. Special Assignments are not tied to any individual faculty position and, with the exception of AFA and Senate Officers, are contingent upon funding.
- E. When a Special Assignment becomes vacant, the job duties, selection process, and compensation structure may be renegotiated between AFA and the District

at the request of either party.

F. Types of Special Assignments

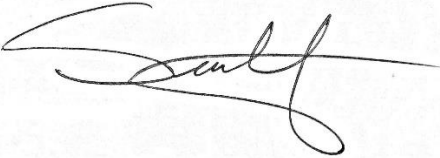
1. **Ongoing District Special Assignments.** For Special Assignments that are available to qualified faculty members District-wide, a faculty member will be selected according to a negotiated selection process and approved by the District. (see Appendix 17.11.F.1)
2. **Ongoing Departmental Special Assignments.** For Special Assignments that are housed within a department and are available only to members of that department, a faculty member will be selected according to a negotiated selection process, recommended by the Department Chair and approved by the District. (see Appendix 17.11.F.2)
3. **AFA and Senate Assignments.** Compensated representatives of AFA and officers of the Academic Senate are elected according to the bylaws of each organization. The job duties of each position are determined within each organization, and funds are specifically allocated to each organization to compensate the faculty members elected into these positions.
4. **Limited-duration Grant-funded Special Assignments and Special Projects.**
 - a. The District will notify AFA and consult with the Academic Senate prior to applying for a grant that includes Special Assignments for faculty or when the District intends to use existing grants or categorical funding to compensate faculty for special projects such as curriculum development, program improvement, or professional development activities.
 - b. AFA will consult with the Academic Senate on matters within Senate purview prior to negotiating the terms and conditions of a limited-duration grant-funded Special Assignment or project.
 - c. If the District is awarded a grant that allows for selection of a faculty member to perform a special assignment, the District and AFA will confer on the job duties, compensation, and selection process prior to any solicitation of interest in the position. The job duties, compensation, and selection process will be made available to all faculty members who are interested in the assignment.
 - d. The District will provide AFA with a description of any special project as described in (a.) above, and will negotiate with AFA over the compensation structure and selection process for participation in the project.
 - i. Prior to any solicitation of applications for participation in the project, the project description, compensation structure, and selection process for the project will be specified on a form and posted on the AFA website.
 - ii. The compensation structure for participation in special projects will be based on the number of hours worked (either compensation at the base hourly rate or reassigned time), and not in the form of a stipend.
 - iii. The District will provide the criteria that will be used to select participants in a grant-funded special project to the applicants in advance of the application due date.

5. Short-term Hourly Assignments for Work Beyond Contract Responsibilities

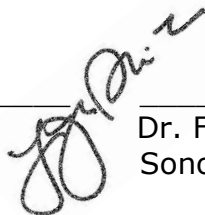
- a. Adjunct professional ancillary activities: Adjunct faculty will be compensated at the base hourly rate for performing approved duties assigned by the District beyond their student contact responsibilities (Ed Code Section 87482.5(b) & (c)). Examples include required trainings, curriculum development, participation in shared governance, and SLO assessments. To be eligible for such compensation, the additional tasks and hours must be approved in advance by the supervising administrator in consultation with the department chair and the faculty member will be compensated at the base hourly rate. Duties assigned by the District for work outside of the department will be approved by the VPAA. A Personnel Action Form and time sheet are required.
- b. Contract faculty additional duties: Contract faculty members will be compensated for performing approved duties assigned by the District that exceed the faculty member’s contractual responsibilities, either in scope or in allotted time (see Articles 17 and 32). To be eligible for such compensation, the additional tasks and hours must be approved in advance by the supervising administrator in consultation with the faculty member’s department chair, and the faculty member will be compensated at the base hourly rate. Duties assigned by the District for work outside of the department will be approved by the VPAA. If the additional tasks and hours are not approved, the faculty member may decline to perform the tasks without prejudice. A Personnel Action Form and time sheet are required.

G. Negotiations Process for Special Assignments in 17.11.F.1 and 17.11.F.2

- 1. The District will notify AFA when the District wishes to create a new Special Assignment or when an ongoing Special Assignment becomes vacant.
- 2. The District and AFA will negotiate job duties, selection process, and compensation for each new or vacant Special Assignment, and update the relevant Appendix accordingly.



Sean Martin, President
All Faculty Association



Dr. Frank Chong, President/Superintendent
Sonoma County Junior College District

