

# Article 17: Job Descriptions

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### 17.01 GENERAL JOB DESCRIPTION: ALL FACULTY MEMBERS

- A. **Contract Faculty:** Contract faculty duties are in the areas of District and department service (17.02), professional development (17.03), other required duties (17.04), and student contact-related duties (17.05–17.12). Contract faculty members will be evaluated on performance in these four (4) areas only.
- B. **Associate Faculty:** Associate faculty duties are in the areas of other required duties (17.04), mandatory professional development (17.03.C), and student contact-related duties (17.05-17.12). [Associate faculty](#) members will be evaluated on their performance in these three (3) areas only.
- C. **Other Assignments:** The District may make other assignments to a faculty member with the consent of the faculty member. For these assignments, the faculty member will receive appropriate reassigned time or additional compensation.

### 17.02 DISTRICT AND DEPARTMENT SERVICE: ALL FACULTY MEMBERS

- A. **Required District and Department Service:** Duties are defined as those required activities that contribute to the department or to the District outside of student contact-related duties. The following job duties are required of all contract faculty members:
  - 1. Attends regularly scheduled department meetings.
  - 2. Serves on evaluation and [tenure review teams](#).
  - 3. Serves on hiring committees.
  - 4. Participates in [departmental activities](#) on District-Designated Activities Day.
  - 5. Serves on program advisory committees.
  - 6. Writes, reviews, and revises curriculum.
  - 7. Participates in the assessment of Student Learning Outcomes (SLOs).

**17.02.B. Self-Selected District and Department Service:** Self-selected District and department service are those activities that a regular faculty member performs in addition to the required District and department service and other required duties to the District. Examples may include, but are not limited to, the following:

1. Serves on departmental committees.
2. Serves on District-wide committees, such as standing committees and Presidential Advisory Committees.
3. Participates in Academic Senate or AFA activities.
4. Participates in community outreach efforts, including such activities as school visitations, recruitment, career fairs, or Day Under the Oaks.
5. Provides workshops or activities for Professional Development Activity Days or for the flex menu of activities.
6. Serves as [instructor of record](#) in independent study courses.
7. Serves as a faculty advisor to student clubs or groups.
8. Participates in special projects as requested by the District.
9. Participates in governance activities of the District, including, but not limited to: Petaluma Faculty Forum; District-wide forums; accreditation committees; task forces called by the Academic Senate, AFA, or the District to work on special projects.

**C. Associate Faculty District and Department Service**

1. Associate faculty members are not required to perform District and department service unless compensated to do so. However, associate faculty members may participate in department activities and may use District resources as established in the California Education Code Section [87482.8](#).
2. The District may assign associate faculty members to SLO assessment assignments or SLO lead-coordination assignments. An SLO assessment assignment entails assessment of all SLOs in the course outline of record. The associate faculty member will be compensated pursuant to [Article 32](#): Workload, paragraph 32.02.G.

**17.03 PROFESSIONAL DEVELOPMENT: ALL FACULTY MEMBERS:** Professional development refers to those activities either initiated by the faculty member or presented by the District that enhance the faculty member's professional expertise or that support and promote the faculty member's [discipline](#) or profession academically or in the community. Faculty members will maintain currency in their disciplines as part of their obligations to students and in order to update materials in response to advances in the field of study or discipline.

- A. **Contract Faculty only:** Contract faculty members will participate in mandatory institutional days and flexible professional development activities as described in [Article 22](#): Professional Development, section 22.03.B. Contract faculty members will participate in District Commencement activities.
- B. **Associate Faculty only:** Associate faculty members will participate in professional development activities as described in [Article 22](#): Professional Development, section 22.03.C.

**17.03.C. Contract and Associate Faculty:** All faculty members are required to successfully complete one (1) hour of sexual harassment and abusive conduct prevention training every two (2) years, either online or at Professional Development Activities (PDA) days, which may count as one and a half (1.5) hours toward the flex obligation or for which a faculty member will receive one and a half (1.5) hours' pay at the base hourly rate. Associate faculty members will be assigned the training on the day preceding the first pay date of the semester and will complete the training by the semester flex deadline in which the training is assigned. Contract faculty members will be assigned the training by the first contract day of the fall semester and will complete the training by the spring flex deadline in the academic year in which the training is assigned. Other examples of professional development duties may include, but are not limited to, the following:

1. Participates in professional development activities designed to help maintain currency in one's discipline, to improve pedagogical skills, or to support the Mission and College Initiatives of the District.
2. Participates in professional conferences and seminars.
3. Serves, or is elected to office, in professional organizations.
4. Organizes or participates in community activities directly related to the discipline or to the District.
5. Offers conferences, seminars, lectures, or other events including performances and exhibits, for purposes of advancement of one's discipline.
6. Reads and researches in one's discipline or related disciplines.
7. Writes or publishes in one's discipline or related disciplines.
8. Develops creative work in one's discipline.

#### **17.04 OTHER REQUIRED DUTIES: ALL FACULTY MEMBERS**

- A. **Definition:** Other required duties are those activities required by other sections of the AFA/District [Contract](#), and local, state, or federal statutes.
- B. **Examples:** These duties are required of both contract and associate faculty unless noted otherwise. Examples may include, but are not limited to, the following:
  1. Uses and maintains a District email account to receive official communications from the District about terms and conditions of employment ([Article 31](#): Working Conditions, section 31.07).
  2. Checks and responds to student emails on a timely basis.
  3. Notifies District of absences ([Article 29](#): Substitutes & Reporting Faculty Absences, section 29.01).
  4. Submits census rosters, grades, and flex documentation according to contractual or District-published deadlines.
  5. Adheres to the California State Education Code, and state and federal laws with special regard to educational matters.
  6. Respects students' educational rights and privacy.
  7. Treats all employees with civility and respect.
  8. Provides a safe learning environment.
  9. Maintains standards of professional conduct and ethics appropriate to the position.

## 17.05 INSTRUCTIONAL FACULTY

- A. **Student Contact-Related Duties for Instructional Faculty:** Student contact-related duties for all instructional faculty refer to those activities directly related to scheduled instruction, including: lecture, laboratory, clinical, performance, and head coaching assignments; preparation for instruction; student assessment activities; and [student consultation time](#) and scheduled office sessions. Examples may include, but are not limited to, the following:
1. Starts and ends class meetings at the scheduled times.
  2. Holds final exams during the scheduled times, except as requested by individual students under extraordinary circumstances.
  3. Teaches in compliance with the course outline of record.
  4. Issues a syllabus at the start of each class, including: course description and organization following the approved course outline of record; reading and lecture schedule; assignment structure; written grading policy; and an electronic link or direction to the approved course outline of record.
  5. Maintains student consultation time and scheduled office sessions as posted, and confers with students during established office sessions and by appointment. ([Article 32](#): Workload, section 32.02.D)
  6. Instructs or supervises students during all scheduled lecture, laboratory, clinical, performance, and head coaching sessions of their assignment unless unable to attend or engaged in approved departmental or District business of a priority nature.
  7. Prepares materials for instructional use including handouts, presentations, exams, quizzes, and classroom and homework assignments. Updates materials as needed to maintain currency.
  8. [Confers](#) with students on academic matters and advises students in matters related to the discipline and to career goals, as appropriate.
  9. Solicits and evaluates student feedback about their experiences in the class.
  10. Refers students to counselors, tutoring, and other District resources as appropriate.
  11. Assists in providing authorized accommodations for students with disabilities.
  12. Assesses student work and provides evaluation of that work to students in a timely manner.
  13. Schedules field trips, as appropriate, and provides alternative assignments or activities to field trips and other group activities that are not identified by date and time in the published class schedule. (Team and performance courses such as those in Kinesiology, Dance, and Athletics; Theatre Arts; Music; and Forensics are excepted from the requirement to provide alternative assignments.)
- B. **Other Required Duties for Instructional Faculty:** Examples may include, but are not limited to, the following:
1. Selects textbooks and other course materials subject to approval of department and in accordance with established District deadlines.
  2. Determines grades according to the grading policy published in the course syllabus.
  3. Certifies census rosters, completes midterm reports, and submits final grades to meet established District deadlines.

**17.05.B.** 4. Maintains positive attendance and grading records as required.

## **17.06 HEAD COACHING FACULTY**

- A. Student Contact-Related Duties for Head Coaching Faculty:** In addition to the duties listed in section 17.02.A, head coaching faculty members have additional student contact-related duties. Examples may include, but are not limited to, the following:
1. Oversees the direction of practice during season of sport and coaches team at scheduled games.
  2. Adheres to all regulations, rules, procedures, and policies for athletic programs as established by the NCAA, the COA, and the Conference.
  3. Assists student-athletes in preparation for transfer to four-year colleges by:
    - a. Advising student-athletes about the athletic transfer process;
    - b. Assisting student-athletes with correspondence to four-year colleges;
    - c. Preparing follow-up correspondence and telephone contact with four-year college coaches;
    - d. Initiating contact with four-year college coaches on behalf of their student-athletes;
    - e. Assisting student-athletes in producing game tapes for four-year colleges;
    - f. Assisting student-athletes with their four-year college visitations;
    - g. Scheduling four-year college coaches to visit the District to recruit student-athletes.
  4. Assists student-athletes by referring them to orientation, assessment, counseling, registration, financial aid, and student employment.
  5. Monitors student-athletes' scholastic progress in coordination with the Counseling and athletic eligibility staff.
  6. Encourages student-athletes to play as a team with enthusiasm, discipline, ethical behavior, and sportsmanship.
  7. Teaches student-athletes the practical and theoretical strategies and concepts of their respective sports.
  8. Provides a safe environment with special respect to the sport and sports injuries.
- B. Other Required Duties for Head Coaching Faculty:** Examples may include, but are not limited to, the following:
1. Organizes, plans, coordinates, and evaluates the intercollegiate program.
  2. Determines student eligibility for athletic programs.
  3. Determines programs, goals, objectives, and related activities.
  4. Oversees the strength and conditioning program for the sport both in-season and out-of-season.
  5. Coordinates the identification and recruitment of eligible individuals by:
    - a. Recruiting actively in high schools in the area and contiguous districts. This recruitment process includes: high school visitations, individual contacts with the athlete and parents, and home visits;
    - b. Preparing follow-up correspondence and telephone contact; facilitating District visitation by prospective athletes;

- 17.06.B.5.** c. Assisting student-athletes by referring them to student employment, financial aid, orientation, counseling, assessment, and registration.
6. Stays abreast of current trends and information in the field.
  7. Attends coaching clinics, seminars, trainings, and conferences.
  8. Maintains membership in and participates in meetings of local, state, and national coaches' associations.
  9. Supplies informational assistance in the preparation of media guides, is available to media for interviews, and is responsible for providing timely game results to local media.
  10. Attends community events and speaks on behalf of the District as part of fundraising and outreach efforts.
  11. Maintains standards of professional conduct and ethics appropriate to the position.

## **17.07 ATHLETIC TRAINING FACULTY**

- A. **Student Contact-Related Duties for Athletic Training Faculty (Scheduled for an average of 75% of total athletic training load over the course of the term.)**
1. Under the direction of a licensed physician and in accordance with their training and the state's statutes, rules and regulations, provides effective and efficient athletic training services for student athletes in California Community College Athletic Association (CCCAA) intercollegiate sports activities for injuries and illness incurred during SRJC-sanctioned CCCAA activities.
  2. Implements measures to prevent and/or mitigate injury, illness and long-term disability.
  3. Provides care procedures used in acute and/or emergency settings.
  4. Utilizes patient history and appropriate physical examination procedures to determine the patient's impairments, diagnosis, level of function and disposition.
  5. Provides the appropriate referrals to outside providers such as Student Health Services, community physicians, physical therapy, mental health specialists, and other medical specialists as needed based on the CCCAA student-athlete injury or illness.
  6. Assists with pre-participation examinations when appropriate and necessary.
  7. Determines appropriate treatment, rehabilitation and/or reconditioning strategies.
  8. Educates student-athletes about their injuries and illnesses, treatment plans and prognoses.
  9. Assists in supervising and mentoring pre-sports medicine students and volunteers.
  10. Provide coverage and care during home events, travel football games and other travel as outlined in the CCCAA Constitution or as assigned by the Supervising Administrator and scheduled by the Head Athletic Trainer.
  11. Provides care for visiting team student-athletes in accordance with CCCAA Bylaws.

### **17.07.B. Other Required Duties for Athletic Training Faculty**

1. Maintains Board of Certification Athletic Trainer certification.
2. Maintains proper and detailed documentation for services rendered.
3. Follows all CCCAA rules including Bylaw 9, Medical Policies.
4. Follows all SRJC Athletic Training Program policies and procedures.
5. Assists CCCAA student-athletes with insurance claims for qualifying injuries/illnesses.
6. Helps maintain the Athletic Training Clinic in a clean and sanitary condition.
7. Communicates medical clearance status of student-athletes with coaches.
8. Participates in coach emergency preparedness training program including but not limited to concussion, mental health, athletic emergency, heat illness.
9. Maintains online medical documentation systems (per the Health Information and Portability and Accountability Act (HIPAA) and other appropriate standards.
10. Works with team physicians in collaboration with Health Services.

### **17.08 Head Athletic Trainer**

- A. **Head Athletic Training Duties.** The Head Athletic Trainer faculty member will perform the duties in this section for an average of 8.75 - 17.5 hours per week. The distribution of hours will be determined in consultation with the supervising administrator and will correlate to the workflow related to various sport seasons and student athlete need.
1. Serves as the lead of the CCCAA student athlete health and welfare team and provides the primary oversight of the services and operation of the sports medicine facility/lab.
  2. Arranges coverage and care for CCCAA home events, applicable practices, and in some cases travel, based on level of injury risk of the sport, athletic training clinician medical training and specialties, and specific student-athlete patient needs.
  3. In consultation with the Athletic Training faculty, creates and implements Sports Medicine/Athletic Training Program policies, procedures and daily operations, evaluates Sports Medicine/Athletic Training Program needs, and identifies continuing education needs.
  4. Uses medical inventory and evaluation of medical need to budget and order supplies and equipment and ensures proper maintenance and calibration of equipment and medical modalities.
  5. Serves as the Athletic Training faculty lead in
    - a. The medical clearance of CCCAA student-athlete patients including communication of CCCAA student-athlete medical clearance status and parameters with coaches.
    - b. The procurement, implementation, and management of online medical documentation systems (per the Health Information and Portability and Accountability Act, HIPAA) and other applicable medical standards.
    - c. Communicating with coaches regarding medical care and coverage needs for student-athletes
  6. Assists with and provides recommendations to the dean, athletic director and department chair regarding:

- 17.08.A. 6.
  - a. Implementation of the Kinesiology, Athletics and Dance department AED and First Aid training program.
  - b. Coach emergency preparedness trainings including, but not limited to concussion education, mental health emergency plan, athletic emergency action plans and heat illness emergency plans.
  - c. Identification and reporting of safety issues within the athletic and sports medicine facilities
7. In consultation and collaboration with the athletic director:
  - a. ensures policies, procedures and daily operations are in compliance with applicable California Community College Athletic Association (CCCAA), Occupational Safety and Health Administration (OSHA) and Health and Information and Portability and Accountability Act (HIPAA), local, state and federal regulations, National Athletic Trainers' Association standards, Board of Certification standards and sports medicine best practices.
  - b. Communicates any problems involving personnel, medical staff, CCCAA student-athlete patients, families and the general public to the dean, athletic director and department chair.
  - c. Communicates about matters relevant to the Athletic Training Program per the CCCAA Constitution.
8. Procures a team physician and communicates team physician-directives for care of CCCAA student-athlete patients, including, but not limited to, the evaluation, diagnosis, referral, treatment, rehabilitation and prevention of injuries and illnesses incurred during SRJC-sanctioned CCCAA activities
9. Consult with multidisciplinary professional staff, to implement patient care (includes physicians, athletic trainers, physical therapists, mental health therapists, college health resources, counselors, nutritionists, emergency medical services providers, sports medicine clinical volunteers, etc.).
10. In consultation with Student Health Services and when applicable, the athletic director, to assist with individual CCCAA student-athlete patient medical case management and athletic insurance claims
11. Coordinates and implements the following sports-medicine related programs
  - a. sports medicine volunteers and job shadow students.
  - b. periodic physician clinics.
  - c. the SRJC CCCAA student-athlete mental health program, including patient and coach education, referrals to mental health providers, emergency mental health care coordination, and collaborate with Student Health Services and the team physician to implement patient care.
  - d. the SRJC CCCAA student-athlete concussion management program, including patient and coach education, baseline testing, treatment, rehabilitation, return to play, and collaborate with Disability Resources on return to academics.
12. Conducts periodic needs assessments for athletic training services and quality assurance measures to improve the quality and efficiency of the level of care delivered to patients.
13. Assists student-athlete patients and the athletic director with the medical portion of the CCCAA Form 4 injury waiver application.

- 17.08.A.** 14. Represents or designates a representative to represent Santa Rosa Junior College Athletic Training Program at relevant athletic conferences and CCCAA meetings.
15. Facilitates regularly scheduled athletic training staff meetings.
16. Identifies critical information for posting on the Athletic Training Program website, bulletin boards and marketing materials as needed.
- B. **Athletic Training duties.** The Head Athletic Trainer faculty member will perform the Athletic Training faculty duties in sections 17.07.A and 17.07.B for an average of 17.5-26.25 hours per week.

## **17.09 COUNSELING FACULTY**

- A. **Student Contact-Related Duties for Counseling Faculty:** Examples may include, but are not limited to, the following:
1. Confers with and counsels students in various modalities individually in matters related to their academic, career, and personal needs, in a synchronous or asynchronous manner, and maintains notes and records of these contacts as required by the department.
    - a. Provides academic counseling that assists students in assessing, planning, and implementing their immediate and long-range academic goals.
    - b. Provides career counseling that assists students in assessing their aptitudes, abilities, and interests as well as informs them regarding current and future employment trends.
    - c. Provides personal counseling that assists students with personal, family, or other social concerns, when that assistance is related to the student's education. Provides crisis intervention as needed either directly or in collaboration with District-based or community resources.
  2. Provides instruction related to the faculty member's assignment. When serving in an instructional assignment, the faculty member must fulfill all instruction-related duties outlined in section 17.05 relevant to the assignment.
  3. Refers students to District and community resources, as appropriate.
  4. Conducts in-reach and outreach to students and community members to encourage utilization of Counseling services and programs. This outreach is intended to maximize the transition to college as well as access, persistence, retention, and success in achieving certificates, degrees, and transfer.
  5. Presents workshops, presentations, and lectures as a part of the regular allied assignment, as scheduled by the department or as a guest of, another department.
  6. Provides Group Counseling student contact including but not limited to: Transfer Workshops, Information Meetings for students, Counseling department workshops for and presentations to students.
  7. Case Management and follow up duties with regards to student contacts.
  8. Participates in the training of new associate or full-time counselors during meeting time with students.
- B. **Other Required Duties for Counseling Faculty:** Examples may include, but are not limited to, the following:
1. Conducts additional student follow up as needed when the student is not present, including but not limited to reviewing student transcripts, assessment interpretation, course articulation, transfer agreements, letters of recommendation, etc.

- 17.09.B.** 2. Maintains currency by attending regularly scheduled department meetings covering updates in order to provide competent counseling services to assure student success and retention. Associate faculty will maintain currency by reading counseling updates sent out on a regular basis.
3. Works to create a student-centered, anti-racist and equitable educational environment that is conducive to the intellectual, emotional, and physical development of students.
  4. Updates and researches information related to articulation, career, occupational and transfer curriculum, and programs.
  5. Acts as a liaison to other District departments and programs, as needed by the department.
  6. Develops or selects handouts, presentations and other informational materials to facilitate student success.
  7. Develops programs, services, and support related to curriculum, student success and retention.
  8. Participates in programs requested by the department.
  9. Collaborates with faculty and staff regarding student issues related to student progress, retention, and success, or in case management.
- C. **Coordination duties:** For Counseling allied assignments with additional coordination duties required by the District, faculty members will be selected and compensated with reassigned time as outlined in Appendix 6.

#### **17.10 DISABILITY RESOURCES FACULTY**

- A. **Student Contact-Related Duties for Disability Resources Faculty:** Individual faculty members will be scheduled to perform the duties in this section up to a maximum of twenty-four (24) hours per week. Examples may include, but are not limited to, the following:
1. Confers with and counsels students to determine the limitations of their verified disabilities and the resulting educational impacts.
  2. Reviews medical and educational records for students with disabilities to determine academic accommodations to be authorized.
  3. Authorizes academic accommodations for students with a verified disability for courses in which they are enrolled, and produces authorization letters for instructors.
  4. Develops individual Academic Accommodation Plan with students as required by Title 5.
  5. Counsels students in matters related to academic, vocational, personal, and disability management needs.
  6. Instructs students in the procedures for use of specific academic accommodations such as note-takers, test-taking facilitation, assistive technology, sign-language interpreters, and in-class access assistants.
  7. Advises students in assessing, planning, and implementing immediate and long-range academic goals in relation to the limitations of their disabilities.
  8. Advises students in assessing career-related aptitudes, skills, and interests with respect to the functional limitations of their disabilities.
  9. Provides student assessment to determine eligibility for services under the California Community Colleges Chancellor's Office Learning Disabilities Eligibility Model.
  10. Develops student support and/or access plans as needed.

- 17.10.A.11. Provides crisis intervention, either directly or through cooperative arrangements with other resources on campus or in the community.
  12. Provides liaison with, and disability awareness training to, other District programs.
  13. Develops programs, services, and support related to curriculum, student success, and retention of students with disabilities.
  14. Provides instruction related to the Disability Resources Department faculty member's assignment. When providing instruction, the faculty member must perform all relevant duties of section 17.05 of this article.
  15. Refers students to campus and community resources, as appropriate.
  16. Collaborates with District faculty and staff members, outside organizations and resources on matters related to the student's disability, including accommodations, communication, and participation in college activities.
  17. Conducts outreach to students and community members with disabilities that encourages utilization of services and programs. This outreach is intended to facilitate the transition to the District and maximize student success through improved access, persistence, and retention, which allows for achievement of basic skills, job skills, certificates, degrees, and transfer.
  18. Solicits and evaluates student feedback to ensure student access, persistence, retention, and success in achieving basic skills, job skills, certificates, degrees, and transfer in relation to the limitations of their disability.
- B. **Other Required Duties for Disability Resources Faculty:** Examples may include, but are not limited to, the following:
  1. Maintains currency by attending department meetings. Associate faculty will maintain currency by reading department meeting minutes, which will be sent out electronically.
  2. Prepares and presents lectures and trainings as a part of the regular allied assignment, as scheduled by the department, or as a guest of another department.
  3. Participates in programs as requested by the department.
  4. Coordinates specific programs within the Disability Resources Department such as Deaf/Hard of Hearing Services.
  5. Coordinates specific projects within the Disability Resources Department such as Transition to College Program and Scholarship Awards.
  6. Assists in maintaining student disability data as required by the Chancellor's Office per Title 5.
  7. Maintains records of student contact as required by the department.
  8. Participates in the college governance process and advocates for an environment as beneficial as possible to the intellectual, emotional, and physical development of students with disabilities.
- C. **Coordination duties:** For DRD allied assignments with additional coordination duties required by the District, faculty members will be selected and compensated with reassigned time as outlined in Appendix 6.

## **17.11 LIBRARY & INFORMATION RESOURCES FACULTY**

### **A. Student Contact-Related Duties for Library & Information Resources**

**Faculty:** A librarian engages in a core set of activities. In addition, there are specific types of library services that require specialized skills. Examples may include, but are not limited to, the following:

1. Maintains currency in an environment driven by rapidly changing information technologies and research tools that are critical for librarians.
2. Provides instruction through a variety of modalities including face-to-face, reference desk, digitally through online reference service orientations, research appointments, workshops and/or Library and Information Resources (LIR) courses. When teaching classes, librarians must perform all relevant duties of section 17.05 of this article.
3. Prepares and arranges student contact activities including consultation with instructional faculty, development of workshops and course-integrated instruction sessions, updating of subject and vocational discipline knowledge, creation of instructional materials and guides, and targeted collection development. Student-contact preparation requires a librarian to maintain familiarity with District coursework and instructional materials in a wide range of disciplines, to collaborate with instructional faculty, and to work in new subject areas on an ongoing basis.
4. Identifies, selects, and de-selects resources in a wide array of formats that contribute to the development of the libraries' collections. Materials are mapped to the District's curriculum and mission. A librarian selects resources for various subject areas and the responsibility for subject areas rotates among librarians. This activity requires regular ongoing review of professional literature and web resources, as well as regular consultation with instructional faculty.
5. Participates in community public relations activities such as cultural events, tours, development and implementation of displays, announcements regarding library services and resources, etc.
6. Directs the day-to-day work of classified staff and student employees, including consultation and meetings to plan the work of employees, providing detailed input for personnel evaluations, and preparing data required for Personnel Action Forms (PAFs). A librarian directs the day-to-day work of classified staff members in Circulation, Reserves, and the Periodicals Service Desk, as assigned by the supervising administrator.
7. Facilitates institutional support for each District site including initiating service requests, monitoring budgets, requesting updates to Information Technology hardware and software, and initiating PAFs.

### **B. Other Required Duties for Library & Information Resources Faculty:** In addition to student contact-related duties, each librarian also fulfills services in one (1) of the following categories and performs in-depth functions that are related to one (1) of these specific positions as assigned by the supervising administrator. Examples may include, but are not limited to, the following:

1. Instructional Services Librarian: Provides up to 15 hours per week of student contact through reference service, research appointments, and/or Library and Information Literacy credit courses, and offers course-integrated instruction sessions and workshops.

- 17.11.B.** 2. Technical Services Librarian: Assumes responsibility for maintenance and quality control in the library online catalog, serves as liaison with the library system vendor, directs the work of Technical Services support staff, manages archives, administers the library materials budgets, and directs the work of classified staff in Cataloging, Acquisitions, Periodicals, and Interlibrary Loan.
3. Systems Librarian: Assumes responsibility for activities related to the function and maintenance of the library's Integrated Library System (ILS); serves as ILS vendor liaison; maintains currency on ILS functionality, implements custom changes, and provides training in ILS modules to staff at all sites; provides system administration, backup, and maintenance, and administers software upgrades and installations; generates reports and provides statistics.
4. Electronic Services Librarian: Provides leadership in the integration of electronic resources including the library's Web presence and implements and troubleshoots electronic resources.

## **17.12 WORK EXPERIENCE FACULTY**

- A. **Student Contact-Related Duties for Work Experience Faculty:** Examples may include, but are not limited to, the following:
1. Facilitates application of the department's 21st century Work Experience and Internship curriculum to student work sites.
  2. Refines, affirms, and evaluates work-based student learning objectives in consultation with employers.
  3. Prepares, arranges, and conducts timely student work site visits with assigned students and employers.
  4. Facilitates dialogue between students and employers to reinforce and evaluate work-based learning.
  5. Links classroom learning to student work sites in the community by offering structured experiences that enable students to earn academic credit.
  6. Confers individually with and advises students in matters related to their academic, career, and personal needs.
  7. Develops and presents orientations, handbooks, seminars, and other instructional materials to facilitate student, employer, and faculty success.
  8. Confers with students on individual job skills assessment and career opportunities relevant to the workplace.
  9. Develops and offers instructional programs that advise students of current and future employment trends.
  10. Identifies and promotes to students the job skills necessary to succeed with local, regional, state, national, and global employers.
  11. Updates information related to seminars, websites, and online activities as course curriculum and Title 5 regulations change.
  12. Meets with students at established times and by appointment.
  13. Provides liaison and outreach with other departments, employers, and community resources to establish relationships and promote student success.
  14. Ensures student work-site safety and legitimacy within the reasonable expertise of instructors and/or coordinators per Title 5.
  15. Refers students to District and community resources, as appropriate.

- 17.12.A.16.** Maintains currency with regional and state codes of regulations that directly affect all Work Experience courses and updates District curriculum to reflect those changes.
17. Solicits and evaluates student feedback to ensure student access, persistence, retention, and success in achieving certificates, degrees, and transfer, as well as the development of job skills assessment and career opportunities in a changing workplace.
  18. Analyzes student feedback data and implements course improvements through faculty consensus.
  19. Maintains and submits records of student contact as required by the department, District guidelines, and Title 5 regulations.
  20. Develops and disseminates marketing materials to expand student and employer awareness and credibility for Work Experience courses and services.
- B. Other Required Duties for Work Experience Faculty:** No other required duties are required beyond those identified in section 17.04.

### **17.13 SPECIAL ASSIGNMENTS**

- A. 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.
  - B. The District retains the right of assignment for Special Assignments for faculty members except for those which explicitly require an election.
  - C. Special Assignments will be made only with the consent of the faculty member being assigned.
  - D. All Special Assignments will be available to contract and associate faculty, except when prohibited by the contract or by AFA or Academic Senate bylaws. Special Assignments performed by associate 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.
  - E. Special Assignments are not tied to any individual faculty position and, with the exception of AFA and Senate Officers, are contingent upon funding.
  - F. 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.
- G. 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 6, Section 17.13.G.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 6, Section 17.13.G.2](#)).

**17.13.G.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. Associate professional ancillary activities: Associate 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\(b\)](#) and (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.

- 17.13.G.** 5. 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 [Art. 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.
- H. Negotiations Process for Special Assignments in [Appendix 6](#), Sections 17.13.G.1 and 17.13.G.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.