

Frequently Asked Questions 2018 Multi-Year Contracts (MYC)

We understand there was considerable discomfort with the MYC hiring processes last year, especially from part-time instructors who were not able to apply for a MYC because none were offered in their discipline or who did apply and were not selected. We want to acknowledge that discomfort and mitigate the pain as much as possible. First, we would like to point out that this is an agreement between the College and the Federation to pilot half-time teaching employment and health benefit eligibility for up to a 3-year period for a limited number of part-time instructors. The College is implementing this pilot by selecting 100 part-time instructors per year out of a total pool of over 1000 part-time instructors. Just because a part-time instructor is not selected in the first or second round, or is not eligible to apply, does not mean that he or she is not an excellent instructor and a valued member of our college community. On the contrary, we are implementing this new process slowly because we know there are always bumps along the way and unintended consequences. We also want to minimize the displacement and disruption of other part-time instructors from their usual employment while we implement this commitment to others.

ELIGIBILITY

Q: Who is eligible for a MYC?

A: Any current bargaining unit part-time faculty member who has been employed with PCC at least one academic year (minimum three terms) and who has at least one satisfactory assessment is eligible to apply for a multi-year contract.

Q: What are the qualifications needed to apply for MYCs?

A: The faculty member must meet the instructor qualifications for the courses to be taught.

Q: Are there any additional qualification requirements?

A: Courses offered under a MYC may require ability to teach online, may require ability to teach at certain times, or may have other specific requirements, depending on program needs. All requirements will be noted in the job posting.

Q: Is the PT faculty member required to have Assignment Rights in order to apply?

A: No.

Q: Can faculty apply for MYCs at a campus where they don't currently teach?

A: Yes.

Q: Are PT faculty who teach at more than one campus in the same SAC eligible?

A: Any PT faculty member who has been employed with PCC for at least a year and has been assessed may apply.

Q: Are PT faculty who teach in multiple SACs eligible?

A: Yes.

Q: Does getting a MYC at one campus prevent me from teaching at another PCC campus?

A: No. However, PT faculty workload limits apply and assignments at another PCC campus are not a right nor guaranteed.

Q: Does getting a MYC prevent me from teaching at another institution?

A: No. However, MYC faculty are expected to be available for a minimum 1.5 FTE schedule. MYC faculty are also required to hold two office hours per week. In order to assure that the teaching schedule is met, there may be limited flexibility in the courses that will be offered to the PT faculty member. Refusal to accept a course assignment could impact the faculty member's eligibility for and ability to maintain a 1.5 load for the year.

SELECTION PROCESS

Q: What is the selection process?

A: Current part-time faculty members will be notified of the vacancy(ies) and the process to apply (similar to an Article 3.64 process); a formal screening committee is not required; some full-time faculty in the subject area, including a subject content expert if possible, will be involved in the screening process; screening methods may include but are not limited to application form/resume/vitae, assessments, interview and teaching demonstration as determined by the administrative supervisor; the administrative supervisor will make the final selection decision.

Q: Why do part-time instructors need to apply for a MYC?

A: The application process for multi-year contracts is similar to the process for a FT temporary position (cover letter, CV, interview, teaching demo). This is to ensure equity and that the process and assignments are transparent. There will also be a greater commitment by the College to the MYC faculty in terms of guaranteed assignments and benefits, as well as greater expectations in terms of presence on campus and participation. We understand that selection decisions may be difficult, but more information about the qualifications of the applicants will aid in making those selection decisions.

Q: With the deans each choosing how they will do the hiring (rather than a formal process like probationary FT faculty hiring) what is to ensure it won't just be a popularity contest or choosing favorites?

A: Division Deans will make hiring decisions in consultation with FT faculty in the disciplines. The guiding principle, as expressed in faculty the contract (4.211), is to assign "the best instructor available." We understand that a hiring decision may involve selecting one candidate from a pool of multiple excellent choices. Although such decisions may be difficult, Deans, Department Chairs, and FT faculty in the disciplines all have a common interest in hiring and assigning the best instructors available and will endeavor to make that determination fairly and equitably.

Q: Did the parties consider the impact of part-time faculty competing with each other for the limited number of MYCs?

A: Yes. We recognize that there may be challenges associated with the creation of another level of employment for part-time faculty. That's why the decision was made to pilot a program before making a permanent decision. The competitive process for application is no different

than the competitive process for a full-time faculty position, except that only current part-time faculty are eligible to apply. Also, we believe that the value added by offering more secure employment for many part-time faculty includes job security for the part-time faculty member, workload relief for full-time faculty and increased student contact for the students.

Q: Did the parties consider the amount of work and stress it takes to go through the application-interview process?

A: Yes and as noted above, a competitive process is also used for full-time faculty positions.

Q: Did the parties consider the awkward unequal power issue with so many PT faculty interviewing in front of FT faculty?

A: Yes, although again, that is a standard part of the process for hiring FT faculty as well.

Q: Why are faculty from around the district eligible to apply for a "CA" position?

A: Many PT instructors teach on more than one campus. This college-wide eligibility is aligned with the college's goal of hiring the "best instructor available."

Q: 1) Will I have to give up my Assignment Rights for a MYC 2) and/or have to choose between the two?

A: 1) You won't be giving up Assignment Rights to accept a MYC. However, Assignment Rights will be limited in departments where there are MYCs. 2) If MYCs are offered in your department, then it is highly likely that there are MYCs offered in that discipline throughout the district. If that is the case, then assignment rights throughout the district, in that discipline, will be limited. Although there is a choice to be made between limited assignment rights of one section per term and a MYC that offers a minimum 1.5 FTE for the year, presumably the MYC assignment would be more attractive.

Q: What if someone leaves permanently mid-cycle? What happens to the balance of the MYC?

A: There is no "balance." The college would recruit for a new person to fill a full 3-year MYC.

COMPENSATION AND BENEFITS

Part-time faculty on a MYC will be paid their regular part-time faculty rate based on the part-time faculty schedule in accordance with Article 8.

Compensation will be paid bi-weekly for each term, based on the workload of the MYC instructor for that term, in accordance with the Faculty/AP Agreement.

Q: If I didn't teach enough this year (2016-17) to qualify for health insurance next year (2017-18), when will my insurance coverage begin?

A: There are no changes in benefit eligibility. In the scenario described, the part-time faculty member with an MYC would be eligible for benefits beginning fall term 2018 as a result of qualifying during 2017-18.

Q: Are employees in a MYC eligible for full or partial leave

A: MYCs are eligible to request LOA and return to the MYC. The supervisor is not required to agree to a personal leave, but may do so.

Q: Can a MYC take a FT 1 year temporary faculty position and return to the MYC afterward?

A: Yes, generally. Taking a 1 year temporary appointment would not stop the 3-year clock. The MYC would return in whatever year of the MYC 3 year cycle they would have been in (e.g. if MYC takes 1 year temp in year 2, the MYC would return to the 3-year MYC cycle in the 3rd year).

ASSIGNMENT RIGHTS

Q: Will Assignment Rights (AR) apply in departments where there are MYCs?

A: Yes, with the following changes:

- a. Faculty with AR who do not have a MYC will continue to have Assignment Rights, limited to one section per term, if available. This is to ensure that the load for MYCs is fulfilled, and to minimize the impact of multiple systems for course assignments in the same department.
- b. Priority consideration for additional classes, up to regular part-time limits, will be given to instructors with MYCs.
- c. When a decision is made not to offer a class to an instructor with AR, based on performance, the instructor will have an opportunity to improve before assignment rights are removed per Article 4.211.
- d. Other provisions of Article 4 related to assignment rights will not apply (such as Annual Assignments).

Q: Will Assignment Rights apply in departments that do NOT have MYCs?

A: Yes. In departments without MYCs, the provisions of Article 4 shall apply to part-time faculty members who currently have assignment rights effective Fall term 2015 or earlier. In other words, during the life of this contract, assignment rights will still apply in departments that do not have MYCs as long as those Assignment Rights were earned prior to Fall term 2015 to be effective Fall term 2015 (or earlier).

Q: If I teach in a department that does not have MYCs can I earn assignment rights?

A: While we are piloting MYCs there will not be any new Assignment Rights granted. In other words, beginning fall term 2015, no new assignment rights will be granted for the duration of the 2015-19 agreement.

Q: In departments with MYCs, will part-time faculty with assignment rights still receive an annual assignment, upon request?

A: No. Annual Assignments will not be granted in departments that have MYCs.

Q: We have heard that departments with MYCs will review AR each quarter vs yearly. What does this mean?

A: In departments where there are MYCs, there may be fewer classes available for AR/non-MYC faculty to teach. As above, there will no longer be Annual Assignments in departments with MYCs and any assignments will be made term by term.

Q: Can I transfer my existing Assignment Rights to another department, or earn additional Assignment Rights if I already have Assignment Rights?

A: No. Transfer of assignment rights under Article 4.113, additional assignment rights under Article 4.114, assignment rights for retired full-time faculty under Article 4.12 and assignment rights for counselors, librarians and tutors under Article 4.13 are all suspended during the term of the current Agreement. Assignment rights that were granted before fall term to be effective fall term 2015 and all other previously granted AR will stand.

Q: Could the MYCs be used as a pretext to replace more expensive, senior PT faculty with newer, cheaper instructors?

A: As stated in the Agreement between the Federation and Management, multi-year contracts for part-time faculty assignments will provide an ongoing level of employment and health insurance benefits for up to a three year period. MYCs are intended to reduce the workload for full-time faculty and increase the campus presence of part-time faculty members to improve student access to their instructors.

MYC ASSIGNMENTS, JOB EXPECTATIONS AND CLASS CANCELLATIONS

Q: What are the details of what an MYC offers/requires?

A: A MYC assignment entails the following:

- a. A minimum workload of 1.5 FTE per year for up to a 3 year period and requires a minimum of 2 hours per week posted office hours.
- b. Every reasonable effort will be made to honor annual MYC assignments, with the understanding that enrollment and other factors may impact those assignments. Annual MYC assignments may be annualized or “front-loaded,” meaning that more classes may be assigned at the beginning of the year at management’s discretion.
- c. A faculty member who declines a class assignment forfeits the right to 1.5 FTE for the year.
- d. All terms and conditions of the current Faculty/AP Agreement applicable to part-time faculty, with the exception of provisions pertaining to assignment rights, shall apply. This includes workload expectations and limitations as well as professional duties and responsibilities.

Q: If I have a MYC assignment, when will I be notified of my annual MYC assignment?

A: MYC faculty will be notified in writing of their annual assignments for the following academic year by the end of spring term each year.

Q: Does a MYC instructor have priority for assignments during summer term?

A: For Summer, MYC instructors would have priority over FT Instructor Fourth Term assignments and over Assignment Rights faculty. Assignment Rights faculty still have priority (for one class) over FT Instructors in summer term.

Q: If there is no MYC available at my campus, can a MYC from another campus bump me out of one of my classes if their class is canceled due to low enrollment?

A: Bumping between campuses will not be different under the new contract. MYCs are assigned to one campus so it is unlikely there would be any bumping between campuses. Although a MYC could be shared between departments on multiple campuses, that is not planned at this time.

Q: If a faculty member has a MYC and their class is cancelled, could they bump?

A: MYC faculty should be assigned a schedule with less likely to be cancelled sections and may be assigned additional courses in fall and winter to ensure a 1.5 load for the year. MYC faculty should also be granted additional consideration before cancellations are made, and as a last resort, either project work in lieu of a course or bumping another part-time faculty section. Bumping should be unlikely, and only utilized as a last resort, more likely in spring and summer if necessary to fulfill the MYC instructor's guaranteed load.

Q: What are the other responsibilities for MYC holders (such as college service or office hours)?

A: Part-time faculty with MYCs are expected to post and hold a minimum of 2 office hours per week. All terms and conditions of the current Faculty/AP Agreement applicable to part-time faculty, with the exception of provisions pertaining to assignment rights, shall apply. This includes workload expectations and limitations as well as professional duties and responsibilities. There may also be additional opportunities for participation by MYC faculty.

Q: Is the MYC teaching load at the max allowed for PT? If not, will the load needed for health benefits be the max I am allowed to teach at that campus?

A: The MYC established a minimum load that is consistent with qualifying for health benefits. The maximum PT load is unchanged. The MYC instructor will have a teaching load between the MYC minimum (1.5 FTE per year) and the PT instructional maximum (.819 per term with one term up to 1.09), with assignments as the discretion of the division dean and FDC.

Q: Can a PT faculty with an MYC in Discipline A also receive sections in a different discipline?

A: The short answer is yes, but please read on. Per the MYC Agreement and FAQs, a PT faculty with a MYC will have a minimum load of 1.5 FTE for the year in order to ensure they receive benefits. This includes 2 required office hours. A faculty member who declines a class [in their MYC discipline] forfeits the right to the MYC minimum of 1.5 for the year. Even with the MYC, a PT faculty's load needs to adhere to Article 4.21, which is a workload of no more than .819 FTE per term (not to exceed .82 FTE per term). There is the one term exception which allows an FTE not to exceed 1.09 for one term in an academic year. Being that there are four terms, conceivably, a PT faculty could have a load of .819 for three of the four terms, and have the one term exception up to 1.09 for a fourth term, with a total annual FTE not to exceed 3.5. So, yes, adhering to the workload limitations outlined above, a PT faculty could work the full MYC load in Discipline A and still be assigned a class in another discipline.

Q: Could an employee be offered a MYC at 2 campuses?

A: Yes, the candidate would have a choice in that case, but sometimes the campuses may coordinate their offers to find the best fit based on department need.

Q: Can a MYC be spread over 2 campuses (or transfer to another) for flexibility?

A: Not at this time.

PROFESSIONAL DEVELOPMENT

Q: Will MYC holders be able to access more professional development support than those with Assignment Rights?

A: Information about professional development opportunities is available in your division and department offices, the campus Teaching and Learning Centers (TLCs) and on the Professional and Organizational Development (POD) website. The POD website provides information about the process for receiving approval for professional development opportunities.

ASSESSMENT

Q: What is the process for faculty evaluation for MYC?

A: A MYC faculty member will be assessed most likely in the second year of the MYC so that there is time to adjust if any issues are identified.

Q: What happens if a MYC faculty member's assessment indicates a need for improvement?

A: Depending on the nature of the performance concern, there may be coaching or other development opportunities. In the event that the performance concerns could lead to termination of the MYC, notice will be provided in writing at least one term before the termination is to take effect, in accordance with Article 4.2113c of the Faculty/AP Agreement.

Q: For faculty with MYCs, will all of their evaluations be available to their Dean and Chair (like PT faculty) or will they select which ones they see (like FT faculty)?

A: MYC faculty are part-time instructors and there is no change in the Dean or FDC's access to the instructor's student evaluations.

RENEWAL of MYC ASSIGNMENT

Q: What does it mean that MYCs are renewable?

A: After three years, the MYC can be renewed for another three year term. Barring budget cuts, program changes, or performance issues, MYC faculty can expect to be renewed. This is, of course, if the parties agree to continue MYCs into the next contract.

Q: Will MYC assignments be rotated among the part-time faculty in the department?

A: Not likely. Once an MYC assignment has been granted, the faculty member may expect to have that assignment renewed at the end of the assignment unless there are significant budget cuts, program changes, performance issues or negotiated changes to MYCs.

REMOVAL from MYC ASSIGNMENT

Q: Under what circumstances could a MYC faculty member lose the MYC assignment?

A: MYC assignments may be discontinued under the following circumstances:

a. Cancellation. MYCs may be discontinued at management's discretion due to a discontinuance or reduction of programs and/or offerings due to enrollment decline or for other

reasons in the College's interest; a reduction or termination of funding of a special contract program or a shift in the focus of the special contract program; or due to financial shortage.

b. Termination. A MYC may be discontinued at management's discretion prior to the end of the MYC based on performance issues. The instructor will be notified of the performance concern in writing, along with the reasons for the concern, at least one term before the termination is to take effect (in accordance with Article 4.2113c of the Faculty/AP Agreement). Termination of the MYC will result in termination of employment with PCC. The Administrative Supervisor's decision to terminate the MYC is final and binding and cannot be grieved.

Q: Can a MYC be "taken away" from one faculty member and assigned to another?

A: Only under the circumstances described above.

Q: What would happen to the MYC instructor if the MYC assignment is removed based on performance?

A: Termination of the MYC will result in termination of employment with PCC. The Administrative Supervisor's decision to terminate the MYC is final and binding and cannot be grieved.

Q: What would happen to the MYC instructor if the MYC assignment is not renewed?

A: They may or may not be able to continue teaching at PCC based on the effectiveness of the instructor and the needs of the college.

THE FUTURE of MYCS

Q: For the MYCs that start this year (2017) and next year (2018), will they last 2 years and 1 year respectively? Or, will each be 3 years so that the ones starting 2016-17 are possible to hold for 5 years)?

A: It is anticipated that MYCs will all be for 3 years. So, those that begin in 2016-17 would continue through 2018-19, those that begin in 2017-18 would continue through 2019-20 and those that begin in 2018-19 would continue through 2020-21. However, the MYC Agreement will end August 31, 2019 unless the Federation and Management agree to continue the MYC system. Please keep in mind that it is possible that we would agree to something in bargaining in 2019 that could end the MYCs before the three year period.

Q: If the pilot is not successful, what will happen to faculty with MYCs? Will they go back to Assignment Rights?

A: If the Federation and Management agree to discontinue MYCs, then there would also need to be agreement regarding phasing out the existing MYCs and reinstating assignment rights.

Q: Will there be any attempt to make sure there is a diverse pool of applicants for MYCs or to mitigate implicit bias in the selection process?

A: The college remains committed to hiring and retaining diverse faculty and staff.

Q: If a PT faculty with AR at two campuses now decides to focus on one campus and receives a MYC, what happens if the pilot fails?

A: If MYCs are not extended in the new contract (2019-), instructors who had AR as of fall 2015 should expect to have AR restored, unless the Federation and Management agree to something different in bargaining.