**ARTICLE 25 — ADJUNCT ACADEMIC EMPLOYEES (TA 5/22/14)**

**Section 1 Scope of Article 25**

This article refers only to adjunct academic employees of CCS, and provisions in the contract shall not be construed to include adjunct employees except those contained herein.

**Section 2 Definition of Adjunct Academic Employees**

**a.** Adjunct academic employees shall mean all individuals defined by Article 1(3.b.).

**b.** Adjunct academic employees are recognized as essential, professional contributors to the educational mission of CCS and play an essential role in providing students with a quality and affordable education. Adjunct employees make major contributions to student learning, program excellence, and in furthering the mission of community and technical colleges. Administration encourages the involvement of adjunct employees in the on-going operation of the colleges, IEL and CCS, and in shared governance activities. CCS is committed to establishing a FT/PT faculty ratio that is fair and that enables the colleges to provide quality education. Each college ~~unit (SFCC, SCC, and the IEL)~~ shall periodically assess its use of adjunct faculty per accreditation standard 4.A.10 and develop a plan for adjustment of FT/PT ratios, as determined appropriate, given this commitment and consistent with this standard and best practices established by the State Board of Community and Technical Colleges.

**c.** The terms of Article 25 shall also be fully applicable to annually contracted employees during such time that they are performing duties beyond those required to maintain full time status.

**d.** It is recognized that adjunct faculty are solely responsible for teaching assigned classes, which is generally agreed to include the following responsibilities:

• Meeting scheduled classes at scheduled times

• Class preparation and for assessing students

• Student consultation

Adjunct faculty are welcome to participate in appropriate departmental, division and other college/ CCS meetings and events.

**Section 3 Limitations of Adjunct Employment**

**a.** Employment in an adjunct position or combination of such positions shall not constitute full time employment with CCS.

**b.** All parties understand that adjunct academic employee assignments are temporary, non-continuous, and less than full time and shall not be considered a career path to annually contracted academic positions with CCS.

**Section 4 General Provisions Applicable to Adjunct Academic Employees** (note: the parties agree to review and revise as appropriate the article/section references in this section once all other articles are ta’ed)

The following provisions shall be applicable as specified.

**a.** Articles 1 (Recognition), 2 (Mgt. Rights), 8 (AHE Rights), 14 (Department Chair), 15 (Textbook Adoption), 22 (Savings), 23 (Scope), 24 (Impasse), and 25 (Adjunct) are applicable as written.

**b.** Article 3, Sections 1, 2, 3, 4, 5, 6, 9, 11, 13, 14, 15, 18, 19, 20, 21, and 22 are applicable as written.

**c.** Article 3(10). Right to Due Process shall be applicable during the time between the beginning and ending date specified in the individual contracts and shall not apply to any renewals of such assignments. In case of funding or enrollment problems, due process shall not be applicable until after the first three (3) class meetings. This exclusion of due process does not exclude just cause.

See Section 8 regarding Associate faculty.

**d.** Article 7(5) – Civil Duty Leave.

**e.** Article 3(12). Individual Contracts shall not be applicable; however, all adjunct academic employees (excluding timesheet assignments) shall be supplied an individual contract delineating the contract pay, the duration of assignment, and other relevant data.

**f.** Article 13 Reduction-in-Force shall not be applicable to adjunct employees; provided, however, past service, qualifications of the employee, and program requirements shall all be considered regarding any reduction of academic employees.

**g.** Article 20(1d) applies to all professional/technical adjunct employees. Article 20(9c) applies to all adjunct professional/technical employees teaching two-thirds (2/3rds) full-time load or more for the equivalent of three quarters, excluding summer.

**h.** Article 20(1a and f) applies to non-professional/technical adjunct employees, with the exception that when the adjunct academic employee is assigned to one third (1/3rd) or less of a normal annual load, he/she may minimally qualify with a Bachelor’s degree from an accredited institution in the field of that position’s educational service and appropriate professional expertise. If a separate program accreditation dictates adjunct qualifications beyond those outlined above, those program standards will apply.

**i.** Article 20(1c) applies to all adult education adjunct employees with the exception that the adjunct may alternately qualify with a bachelor’s degree from an accredited institution and professional experience necessary to carry out their assigned instructional responsibilities.

**j.** Article 21 Grievance Procedure shall be applicable to adjunct academic employees regarding the administration of the terms of this article.

**Section 5 Adjunct Academic Employee Workloads and Compensation**

**a.** Adjunct academic employee workloads shall be assigned as follows:

**1.** Adjunct academic employees normally have a maximum workload assignment of ninety (90) percent of a one hundred (100) percent load each quarter as defined in the adjunct salary schedule and two hundred seventy (270) percent ~~The~~ maximum annual workload for fall, winter, and spring quarters combined ~~is two hundred seventy (270) percent~~. All contracted, in-class assignments within CCS are cumulative in determining the total percent load. These maximum workloads have been established to ensure that adjunct academic employees are appropriately utilized consistent with Section 2 and 3 of this article, and the appropriate administrator will monitor adjunct total workload considerate of this intent.

**2.** Adjunct academic employees contracted for ~~twenty~~ fifteen (15) or more contact hours per week may receive one (1) paid student accessibility hour per week in addition to the established contact hours. Utilization of such office hour shall be arranged with the appropriate supervisor and will not count against maximum load.

**3.** Adjunct academic employees shall not have an offered quarterly assignment canceled two (2) weeks prior to contracted assignment to accommodate a full-time academic supplemental contract. Where full-time assignment is necessary to maintain that full-time academic employee’s load requirement the adjunct assignment may be canceled.

**4.** Adjunct academic employees shall be paid the appropriate portion of their contract for meeting a credit class that is subsequently canceled.

**b.** Benefit eligibility

**1.** Adjunct academic employees with in-class teaching assignments that are equal to or exceed the following workload requirements shall receive insurance benefits per Article 18(1.b.) starting the second consecutive quarter.

**Average Contact Hours**

**Category Per Week For the Quarter**

A 7.5

B 9.0

C 10.0

D 11.0

E 11.5

F 12.5

G 14.0

H 17.5

I 15.0

**2.** Adjunct academic employees with in-class teaching assignments that are equal to or exceed the following workload requirements are eligible for retirement benefits per Article 18(1.a.) starting the second consecutive quarter.

**Average Contact Hours**

**Category Per Week for the Quarter**

A 7.5

B 9.0

C 10.0

D 11.0

E 11.5

F 12.5

G 14.0

H 17.5

I 15.0

**3.** Counselor and librarian assignments are considered in-class teaching for these purposes.

**c.** Development Leave

**1.** Leave with pay may be allowed at the discretion of the college president~~, IEL CEO,~~ or her/his designee to enable adjunct academic employees to make visitations to observe methods, approaches, and techniques for the purposes of coordinating programs and improving instruction and/or service to students. CCS may pay the expenses incurred by such visitations to the extent authorized by law and other applicable regulations.

**2.** Adjunct academic employees may attend at the discretion of the college president~~, IEL CEO,~~ or her/his designee state, regional, and national meetings or conferences of their academic disciplines or occupational specialties. CCS may pay the expenses incurred by such visitations to the full extent authorized by state laws and local regulations as now existing or hereafter amended.

**3.** AHE Leave as outlined in Article 8(10) may also apply.

**d.** Adjunct academic employee sick leave

**1.** Sick Leave Accrual

Adjunct academic employees, excluding those teaching community service are eligible for sick leave as follows:

**a. (1)** Following the first quarter of employment adjunct academic employees shall begin accruing sick leave in proportion to their teaching commitment for that quarter.

**(2)** Adjunct academic employees will earn the prorated portion of 5.32 hours of sick leave per month for each month of a contracted in class teaching assignment. Adjunct counselor and librarian assignments are considered in-class teaching for these purposes. Leave will be accrued at the end of each academic quarter and posted to the academic employees sick leave account. At no time shall the total hours of sick leave earned per month exceed 5.32 hours.

**(3)** Sick leave accrued according to this article will accrue from year to year without limit provided the adjunct employee maintains active employment.

**(a)** Active employment for purposes of this article is an in-class teaching assignment of at least one class during (1) quarter out of every four (4) including summer quarter.

**(b)** An adjunct academic employee returning to CCS employment within three years following active employment may petition for reinstatement of their previously accrued sick leave balance. Failure to petition for reinstatement of sick leave within the first year of reemployment will result in the loss of any previously accrued sick leave.

**(4)** Any unused accruable and non-compensable sick leave accrued prior to the effective date of this contract will be maintained in the adjunct academic employee’s non-compensable sick leave account provided the employee maintains active employment as defined in section 1.a 3 of this article.

**(5)** Annually contracted academic employees with adjunct/supplemental contracts may utilize previously accrued sick leave provided that when a substitute is required it will be at no additional cost to CCS.

**2. Sick Leave Use:** Accrued sick leave shall be allowed on contractual days consistent with Article 7(1b.1 through 6).

**3. Shared leave program:** Adjunct academic employees may participate in the shared leave program pursuant to the conditions of state law and CCS policy.

**4. Sick Leave – Compensation for:** The provisions of Article 7(1e). shall apply to remuneration for unused sick leave for adjunct academic employees to the extent provided by law.

**e. Personal Leave**

Effective Winter 2015, benefit eligible faculty will earn personal leave hours per quarter equal to one day (20% of normal weekly contact hours) as defined by their quarterly contract (including summer quarter). Leave can be used for purposes not otherwise covered by this article, provided student assignments are given and there is no additional cost to CCS. Personal leave can be taken in hourly increments. When less than a full day of personal leave is taken, it shall be deducted on an hourly basis. Balances do not accrue from quarter to quarter except for associate academic employees, whose balances will accrue within that academic year.

Academic employees are to obtain approval from the appropriate administrator prior to taking personal leave except in cases of emergency. Detailed reasons for personal leave need not be disclosed.

If approved by the appropriate administrator in advance, unpaid substitute arrangements negate the need to use personal leave.

**Section 6 Salary Schedules**

1. Adjunct Academic Salary Schedule

Workload Weekly 100 Percent Load Load Rate

Category Contact Hours Quarterly Contact Hours Effective Fall 2008

A 15 165 $9,890[[1]](#footnote-1)

B 18 198 $9,890

C 20 220 $9,890

D 22 242 $9,890

E 23 253 $9,890

F 25 275 $9,890

G 28 308 $9,890

H 35 385 $10,845

I 30 330 $9,890

b. ~~Affiliated~~ Adjunct Project Stipends

Adjunct academic employees who are not otherwise employed as annually contracted employees may be paid for selected projects (in addition to their teaching responsibilities). The appropriate administrator will determine the projects and the level of stipend. The individual stipend amount may be paid as a full stipend of up to an annual maximum of $3,000 per employee per year or prorated as appropriate. The stipend payments are limited to an annual maximum of $50,000 ~~40,000 for~~ at each college ~~SCC, SFCC and IEL~~. An accounting of the unit’s awarded allocations will be provided annually by the appointing authority ~~President’s Office~~ ~~upon request of~~ to that respective units’ AHE Vice Presidents.

1. Part-Time Hourly Salary Schedule

Code Definition Hourly Rate Fall 14 Fall 15 Fall 16

AH-02 Hourly contracted counselor or librarian ~~$29.97~~  31.57 33.17 34.76

AH-03 Hourly contracted non-instructional academic assignments

(includes assessment, advising, etc.) ~~$23.18~~  24.41 25.64 26.88

AH-04 Hourly substitute and non-mode instruction ~~$28.17~~  29.67 31.17 32.67

1. Community Service/Self-Support Salary Schedule

|  |  |  |
| --- | --- | --- |
| Category | Applicable to | Rate per Contract Hour (minimum of…)  |
| I | Academic equivalent i.e. curriculum development, course preparation, or otherwise reflective of responsibilities listed in Article 4(4) | Effective Fall ‘14 | Effective Winter ‘15 |
| $26.25 | $30.44 |
| II | Student intent is personal skill development, improvement, retraining – usually non-vocational related | $21.13 | $24.50 |
| III | Social, personal interest, and/or social amenities requiring minimum course preparation (non-vocational, non-academic intent) | $18.32 | $21.25 |
| IV | Workshops or seminars | $ variableNo minimum |

The variable rate for workshops can be an hourly rate or a fixed percent of the total class fees collected.

Minimum rates provide a contractual guaranteed minimum. Rates may exceed this amount where funding source allows and the assigned faculty member agrees. Upon request of the AHE, a list of such exceptions will be provided.

1. CCS may assign and compensate academic employees other than as defined in this article only in cases where requirements of self-supporting programs make these exceptions necessary or desirable. Upon request of the AHE, a list of such exceptions will be provided.

**Section 7 Longevity Stipend**

In recognition of long-standing service as an adjunct academic employee, those adjunct employees having completed 9 of the last 12 quarters of employment, excluding summer, in good standing and averaging quarterly load of 50% or more over that same period of time as an adjunct or temporary annualized employee shall receive a longevity salary stipend payment of $550 quarterly, paid at the end of each academic quarter (excluding summer) employed during that academic year. Status will be determined and announced in Fall quarter.

Longevity stipend ceases at the time an adjunct academic employee attains Associate status per Sec­tion 8 and the respective stipends are not cumulative.

This section does not apply to annually contracted faculty working supplemental contracts.

Employment in an adjunct position or combination of adjunct positions shall not constitute full-time employment with CCS. All parties understand that adjunct academic employee assignments are tem­porary, non-continuous, and less than full-time and shall not be considered a career path to annually contracted academic positions with CCS. As a result there is no expectancy or right to obtain any type of tenure in an adjunct position or combination of such positions.

**Section 8 Associate Faculty**

**a. Associate:** In recognition of long-standing exceptional service as an adjunct academic employee, those adjunct employees having completed 18 of the last 21 quarters of employment in good standing, excluding summer, and averaging quarterly load of 50% or more over that same period of time as an adjunct or temporary annualized employee shall be conferred Associate status starting Fall quarter of the academic year following attainment of this status, unless declined by the adjunct employee. This status shall be on going unless the appropriate ~~dean~~ administrator determines that the academic employee is not meeting his/her professional responsibilities, as listed in Section 2(d). Such decision is appealable to the appropriate vice president, whose decision shall be final and binding. Associate status may be retained, with administrative approval, for periods of non- employment of not more than six (6) quarters, excluding summer. Employment in an Associate position or combination of Associate and adjunct positions shall not constitute full-time employment with CCS. All parties understand that Associate academic employee assignments are temporary, non-continuous, and less than full-time and shall not be considered a career path to annually contracted academic positions with CCS.

A good faith conditional assurance of continuing quarterly contracts for that academic year, under similar terms and conditions of employment, will be issued to Associate faculty at the start of each academic year. Associate faculty will receive scheduling priority by course or academic specialty over other adjunct contracts within each quarter. Associate faculty shall receive a supplement salary payment of $1,300 quarterly, paid at the end of each academic quarter (excluding summer) employed in Associate status during that academic year.

**b. Associate Plus:** Those associate adjunct employees having completed 27 of the last 30 quarters of employment in good standing, excluding summer, and averaging quarterly load of 50% or more over that same period of time as an adjunct or temporary annualized employee shall be conferred Associate Plus status and receive a supplement salary payment, in addition to the Associate stipend, of $500 quarterly paid at the end of each academic quarter (excluding summer) employed in this status during that academic year. Associate Plus status will be conferred starting Fall quarter of the academic year following attainment of this status, unless declined by the adjunct employee. This status shall be ongoing unless the appropriate ~~dean~~ administrator determines that the academic employee is not meeting his/her professional responsibilities. Such decision is appealable to the appropriate vice president, whose decision shall be final and binding. All other terms and rights conferred by Associate status shall also apply to Associate Plus status, except as modified by this section.

**c. Evaluation of Associate Faculty:** (see Section 9d)

**Section 9 Evaluation Process**

The purpose of evaluations shall be to maintain quality instruction. These evaluations are one of the considerations for continued employment; however, the lack of an assessment or the existence of a satisfactory assessment does not imply the right to continued employment. All evaluation information shall be treated as confidential to the extent allowed by law.

**a.** The following general responsibilities are assigned for ~~any~~ adjunct/associate evaluation:

**1.** ~~Dean~~ Appropriate Administrator:

• Consistent with section 9b., determine which evaluation indices shall be used in the evaluation of each adjunct.

* Facilitate a self-evaluation for associate academic employee.
* Track classroom observation and student evaluation due dates. Alert the department chair during the quarter when a classroom observation is required,

• ~~May~~ Serve as an observer as needed or as determined appropriate.

• Notify the adjunct academic employee that a student evaluation will need to be conducted on a class of the employee’s choice,

• Administrate and/or assign administration of the student evaluation,

• Gather and serve as record custodian for all evaluation documentation.

• Schedule follow-up evaluation activities, if any, and

• Prepare evaluation packets and share/discuss with the adjunct academic employee.

**2.** Department Chair:

• Recommend a tenured/annualized faculty classroom observer to the appropriate administrator ~~dean~~,

**3.** Classroom or Student Service Observer:

• Utilizing either the form provided in Appendix L1 or a department provided form, conduct classroom or student services observation,

• Consult with the academic employee when the observation will be conducted,

• Discuss observations with adjunct/associate,

• Return completed observation form to the appropriate administrator ~~dean~~.

**b. Evaluation of New Adjunct:** Consistent with the responsibilities assigned in subsection 9a above, **a**djunct academic employees new to the college will be evaluated in each of their first two quarters of employment. A minimum of two indices will be used, as follows:

**1.** In each of the first two quarters a student evaluation in one course of the adjunct’s choice, and

**2.** In each of the first two quarters an appropriate administrator ~~dean~~ ~~and/or peer~~ observation. A peer observation (peer to be determined by the department) may substitute for one of the two observations by the appropriate administrator; (see Appendix L1)

* A peer observation may also be conducted in the same quarter as the appropriate administrator observation if requested by the department or adjunct.
* A course syllabi for courses taught during the quarter of the appropriate administrator’s observation will be provided.

In addition to an appropriate administrator observation, other contractually approved evaluation form~~at~~s or additional student evaluations may be utilized at the ~~dean~~ appropriate administrator’s discretion and with ~~prior knowledge~~ advance notice provided to the adjunct.

~~Upon completion of the evaluation process~~, ~~either~~  Before the end of the second quarter a meeting will be scheduled to discuss performance or evaluation information ~~will be shared~~ with the adjunct academic employee and appropriate administrator. ~~Meeting attendees will include the appropriate administrator and the adjunct employee.~~

**c. Evaluation of Continuing Adjunct:** Consistent with the responsibilities assigned in subsection 9a. above, adjunct academic employees having completed two quarters of employment shall receive at least one student evaluation annually in each academic year in which the adjunct academic employee is contracted.

Every five (5) years from initial hire, or sooner at the discretion of the appropriate administrator, an evaluation of the continuing adjunct will occur. In addition to an appropriate administrator observation, other contractually approved evaluation form~~at~~s or additional student evaluations may be utilized at the ~~dean~~ appropriate administrator’s discretion and with ~~prior knowledge~~ advance notice provided to the adjunct. This evaluation information will be forwarded to the appropriate administrator ~~dean~~ for review and an evaluation meeting involving the appropriate administrator and adjunct will occur at the end of that quarter.

**d. Evaluation of Associate Faculty:**

**1.** Associate faculty shall receive at least one student evaluation annually in each academic year in which contracted.

**2.** During the first year served in associate status, by May 31st of that year, the associate academic employee will be evaluated using the following indices:

a. A student evaluation in at least one course of the associate faculty’s choice,

b. An appropriate administrator  ~~and peer~~ observation (see Appendix L1),

c. A peer observation (peer to be determined by the department), may also be completed at either the request of the associate academic employee or appropriate administrator, with department concurrence (Appendix L1)

d. A self-evaluation prepared by the academic employee,

e. A formal evaluation conducted by the appropriate administrator using the form contained in Appendix L2.

**f.** Upon completion of a formal evaluation, an evaluation meeting will be scheduled to discuss performance. Attendees will include the appropriate administrator and the associate academic employee.

**3.** Thereafter the associate academic employee shall have one student evaluation annually. Every five years thereafter, or sooner at the discretion of the appropriate administrator, ~~and following every five years served in associate status~~ a formal evaluation consistent with sub-section (d2) above will occur.

~~Adjunct employees who teach District~~  For eLearning courses ~~may chose to~~ use Appendix C-3 ~~the evaluation form de­signed specifically for distance education~~.

As needed, communication regarding performance issues, if any, and/or future adjunct scheduling will occur between the department chair and appropriate administrator ~~dean~~.

**Section 10 Training Program**

~~Effective Fall quarter 2009~~, During the first quarter in which an adjunct academic employee is assigned to six (6) credits or more, that academic employee will be notified to complete an on-line training program comprised of two thirty-minute modules focused on adjunct employment issues. The mod­ules will be ~~prior~~ approved by the Joint Executive Committee, which will also periodically consider and approve which on-ground training sessions can substitute for the on-line modules. Completion shall occur prior to the next quarter ~~and before~~ or subsequent contracts will not be issued ~~are possible~~. Upon completion of the training program the adjunct academic employee will be compensated $50 ~~at the AH-03 rate per Section 6(c) above~~. Payment is limited to once per academic year. This training is optional for all other faculty. Annually contracted academic faculty assigned a supplemental contract per Article 4(5c) are not required to complete the program and are ineligible for compensation under this program.

1. To be changed once the State of WA Budget is adopted [↑](#footnote-ref-1)