# Final Recommendations from the ASSET Workgroup

**ASSET's charge was to develop recommendations in these four areas:**

1) Chairs/Full-Time – advocate for contingent faculty SD/PD compensation and find funding when possible, reflect on extra tasks and workload of adjuncts, encourage utilizing voluntary language when appropriate, and creating a set of 'best practices' for chairs working with adjuncts. Note: we probably want to share this with Deans as well.

2) AFT – work to clarify adjunct scope of work more clearly and create reporting process.

3) Professional Development: P.D. Committee – work to improve PD accessibility for adjuncts, create a spotlight series of PD to prep adjunct for strategic plan goals, balance training with community/contact engagement opportunities.

4) Part-Time – explore strategies to disseminate and more effectively educate contingent faculty on the contract, the scope of their job, how to request ancillary compensation, process for submitting the ancillary comp. form, and who to contact for reporting.

## 1. Recommendations for AFT

1. Educate contingent faculty on POA
   a. Ensure they know how to check and verify the list every semester
2. Make recommendation to all Department Chair Election Chairs regarding CBA bylaws, especially as they pertain to voting qualifications for contingent faculty (Section 9.3.8)
3. Ensure Department Chairs know the types of work that contingent faculty are paid for and not paid for, and how they go about getting paid.
4. Provide Clear directions on mandated versus voluntary meetings for contingent faculty
   a. All meetings that contingent faculty are invited to attend (participatory governance, CCAP meetings, professional development) should state

whether they are mandatory (and attendees will be paid for their time) or if they are voluntary (and attendees will not be paid for their time).

5. Faculty Evaluations:
    a. Determine a set number of hours expected to complete and participate in the evaluation
    b. Establish rate of compensation if evaluation goes over that (e.g., gathering materials, pre- and post-evaluation meetings, etc.)
    c. Encourage department to connect evaluation standards to PD trainings that have been offered
    d. Ensure all parties are aware of the CBA's guidelines regarding evaluation modality as well as pre- and post-evaluation meeting modality, including being mindful of faculty's schedule when scheduling meetings
    e. Clarify contribution of student evaluations to faculty evaluation

6. Define and clarify contingent scope of work in the CBA, and remind Department Chairs of that scope of work
    a. Help address pressure that contingent faculty may feel to go above and beyond in their job duties just to keep their position
    b. Create and execute a desk audit for contingent faculty, sharing the results with Department Chairs
    c. As part of their job duties, contingent faculty are expected to:
        i. Prepare for new courses they are hired to teach
            1. Recommend that the AFT/SDCCD incentivize faculty to employ ZTC or OER in their redesigned courses
        ii. Make required updates to syllabi language

7. Add more language to the Ancillary Compensation portion of the CBA
    a. Make it easier for and encourage colleges to provide ancillary compensation
    b. Clarify what language constitutes an 'ask' or volun-told-ism, and what language refers to labor that is mandatory (and will be paid)
    c. Leading a student club should earn ancillary compensation

8. Future revisions to the CBA:
   a. Advising: given the documented value of participating in student life, advising student clubs should be compensated from a fund similar to the one used for office hours and shared governance; we recommend a $1000 fund per college per semester
   b. Faculty evaluations: time that all faculty spend on evaluations should be capped and/or provide a list of acceptable additional "off form" resources that evaluators might ask for (such as those that are reasonably necessary or relevant and excluding student-faculty emails, an exhaustive list of PD, and other activity going back more than two-years, for example)
   c. Faculty evaluations: be mindful that evaluations take a lot of time and while they are part of their job duties, they are not paid hours; Miramar is not their only teaching position—they may have multiple simultaneous evaluations so temper expectations regarding availability, meeting modality, and asking for excessive "off form" resources
   d. Faculty evaluations: Differentiate expectations based on class modality (e.g., contingent faculty may only be evaluated on one modality or course per semester)
   e. Faculty evaluations: Differentiate contingent faculty evaluation process from full-time
   f. Flex: there should be a Flex obligation and compensation for CCAP course instructors
9. Add compensation for required HR such as employee development trainings (e.g., sexual harassment, Title XI, bystander intervention, FERPA and confidentiality --- the list is growing)

## 2. Recommendations for Department Chairs
1) Educate contingent faculty on how POA works (see #4 below, Recommendations regarding Priority of Assignment (POA))

     a) Ensure contingent faculty know how to check and verify the list every semester

2) Work with the AFT to ensure the contingent faculty evaluation process is consistent across all departments

3) Advocate to fund adjunct SD/PD compensation when possible

4) Regarding department meetings, please be cognizant that many part-time faculty have busy schedules as they work at multiple campuses. When they miss a meeting, the following can be helpful to:
     a) consider hybrid modality for department meetings
     b) facilitate scheduling for contingent faculty—give timely notice of meetings in email and use outlook calendar/scheduling feature
     c) create agenda and minutes they can access
     d) offer video recording as an accessible option

5) Endeavor to utilize language that clarifies the nature of "asks"—are they voluntary (unpaid) or mandatory (paid), for example?

6) Use software that is supported and provided by the college or District, and help contingent faculty get training when necessary


**3. Recommendations for Planning of Professional Development Events**

1) Condensed P.D. Events for Contingent Faculty:
     a) A version of this was piloted in Fall 2024, a P.D. Jam, with the College/VPI's Office providing support. P.D. Jams provide a condensed format to learn about multiple complementary topics
          i) Contingent faculty should be used as resources to identify content (topics for tables, etc.)
          ii) Content should be attentive to both instructional and humanistic development
          iii) P.D. should be specifically programed for contingent faculty but inclusive of full-time faculty

  iv) P.D. Jam tables should be interactive if possible (dialogic, rather than mini-lectures)

  v) Send attendees home with simplified materials in hard copy with all resources to follow through

  vi) P.D. Jam Logistics: 1.5 – 2-hour events maximum; in person; a Friday okay; Conversational, opportunity to ask questions and build network

2) <u>Other P.D. Recommendations Events for Contingent Faculty:</u>

 a) Add from below


## 4. Recommendations regarding Priority of Assignment (POA)

1) The District's HR department needs to work with the Deans at each of the colleges to find a consistent and accurate way to "produce, maintain, and publish an updated POA seniority list" (Article 5.2.2) as this is not happening currently.

 a) The POA list needs to be updated every semester because POA is earned after the 6th <u>semester</u> taught and it changes <u>by semester</u>. Currently, the CBA states, "The District must send to AFT a complete seniority listing of all POA adjunct faculty no later than June 1st of each year." (Article 5.2.3.4)

 b) The POA list is not published every semester but when they are, there are often inaccuracies (https://www.sdccd.edu/departments/human-resources/employee-relations/index.aspx)

2) Currently, POA lists are primarily being maintained by the College Deans' Offices

3) Recommendations given current practices:

 a) Department Chairs can be a "second set of eyes" that help verify the accuracy of the POA list

 b) If there's a discrepancy or concerns, Department Chairs should work with the Dean's Office to develop an accurate list

 c) SDCCD HR should work with each College's Dean's Office to ensure the list that they've published is as accurate and current as possible

4) These recommendations should be provided to both SDCCD HR and Miramar's VPI