



BP 7210 ACADEMIC EMPLOYEES: FACULTY

References:

Education Code Sections 87400 et seq., 87419.1, 87482.8, and 87600 et seq.;
Title 5 Sections 51025 and 55701

Definition

Faculty are academic employees who are employed by the District and meet minimum qualifications established by the Board of Governors for the California Community Colleges and who are not designated as supervisory or management.

Faculty are employed as a contract employee (probationary/tenure-track), regular employee (permanent/tenured), or temporary employee. Temporary employees are those who are hired in accordance with BP 7212 Part-Time and Temporary Contract Faculty. The Board delegates authority to the Superintendent/President to determine the extent of the District's needs for temporary faculty.

Assignment

Full-time faculty are assigned teaching or work schedules within the academic calendar (fall and spring semesters). The academic calendar is set and approved annually by the Board of Trustees. Options to extend beyond the academic calendar to meet the needs of students may be available upon faculty request as specified in AP 7210. With the exception of extra contractual days, no faculty member shall be required to work any part of his/her regular load outside the academic calendar.

As stipulated in the Education Code, the minimum standard for full-time faculty service is 175 days per year. Professional duties and responsibilities are defined in AP 7210 Academic Employees: Faculty and described herein under the heading Professional Duties.

Tenure

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The granting of tenure is an action of the Board of Trustees.

Full-Time/Part-Time Ratio

The District shall comply with the Education Code regarding the ratio of full-time to part-time faculty. The District will endeavor to make progress toward the goal of 75% of total faculty workload performed by full-time instructional and educational support faculty.

Organizational Structure

Faculty are assigned to departments according to discipline. Each department is coordinated by a department chairperson. Related or associated departments are organized into divisions under area deans.



Responsibility for the organizational structure of faculty is delegated to the Superintendent/ President by the Board of Trustees.

Department chairpersons or directors are authorized to establish the schedule, both contract load and overload, for all faculty members in the department according to the following guidelines:

1. Department chairpersons or directors shall consult with all faculty members in their department before submitting the schedule to the area dean for review and approval.
2. A full-time faculty member shall be available to be scheduled five days a week, Monday through Friday.
3. A full-time faculty load consists of 30 Teacher Load Units (TLUs) per year, averaging 15 TLUs each fall and spring semester.
4. All full-time faculty scheduled for a full load shall be on campus a *minimum* of three days per week to fulfill their professional duties.
5. Full-time faculty with 50% or more of their semester load (15 TLUs) online shall be on campus a *minimum* of two days per week during that semester to fulfill their professional duties, except faculty whose programs are approved to be offered exclusively in an online format.
6. In consultation with his/her department chairperson or director, a faculty member may request an exception to the minimum days on campus requirement. Following this consultation, the faculty member shall submit a written request to the area dean and the Chief Instructional Officer (CIO) for final approval.
7. Overload(s) and underloads shall be scheduled in accordance with AP 7210.
8. The CIO, in consultation with the faculty member, department chairperson, and area dean, is authorized to adjust any faculty member's teaching, office hour, or educational support schedule to make it more responsive to the needs of students and the individual's department or division.
9. Schedule appeals are made to the area dean and if a satisfactory resolution is not achieved, an appeal may be made in writing to the CIO. A decision will be made by the CIO in consultation with the Academic Senate President. Should the CIO and Academic Senate President not reach consensus on the appeal, the final determination will be made by the Superintendent/President. There is no appeal beyond this step.



Professional Duties

In addition to instruction and/or educational support, full-time faculty have an obligation to fulfill other professional duties which include holding office hours, attending committee meetings, participating in department/division activities, and contributing to other professional activities. Full-time faculty members shall plan their schedule during the scheduled workweek so that they are able to carry out their professional duties.

The required time for office hours each term (including summer) for all credit instructional faculty shall be one hour per week for every three TLUs taught, prorated for a fraction thereof, up to five office hours per week. Office hours should be convenient for students, but shall not conflict with the faculty member's other professional duties.

Adopted: March 24, 2016

(Replaces current SBCC BP 1200, BP 1600, BP 1900, BP 2430, BP 2490, BP 4500, BP 4600, and BP 4914)