

## LETTER OF UNDERSTANDING

2022-01

### FACULTY HANDBOOK

The following language will be reviewed by EEC and added to the Faculty Handbook and handbook-related documents during the 2022-2023 academic year.

Language pertaining to changes to job descriptions: *“Faculty job descriptions can be modified, updated, or rewritten by the Administration when a position is open prior to posting for applications. In the event that a job description for a current Faculty member’s position needs to be updated, the Union President will be notified and a committee of equal representation (2 Administration and 2 Union) will be appointed to review and make modifications or updates. Modifications and updates shall be made with a consensus vote of the committee. Job description modifications or updates shall be made prior to the commencement of an academic year in which it is to be applicable, unless an extraordinary event warrants changes mid-year.*

*Additionally, in the event that a Faculty member’s job description needs to be updated to reflect new minimum qualifications required by ICCB, HLC, or another state accrediting body that will also require additional certification for the current Faculty member to retain their teaching qualification, reasonable accommodations will be provided to the Faculty member which shall include, as needed, the payment of fees and paid time or course release time for coursework and necessary travel expenses as pursuant to Board Policy.*

*The parties agree that job descriptions are intended to provide a general description of the duties to be performed by the incumbent member and not an all-inclusive list of duties. Faculty members are responsible for performing all properly assigned duties, and the Administration shall provide reasonable resources necessary for the Faculty member to complete such duties.”*

A section outlining the process of forfeiture or removal of a program coordinator’s duties will be added to the “Guidelines for Program Coordinators” document: *“1. Should a faculty member wish to submit a request to discontinue their program coordinator duties, the individual will communicate the request in writing to the Dean no later than February 1 of the calendar year in which the discontinuation shall become effective at the beginning of the fall semester. The faculty member, the Dean, the Vice President for Academic Affairs, and one Union representative, who shall be appointed by the faculty member requesting forfeiture, shall meet in order to discuss arrangements for discontinuation. Any such arrangements shall endeavor to avoid placing a substantial burden upon either the faculty member or the College. Any faculty member who discontinues their program coordinator duties will retain their full-time status, tenure, and seniority rights with regard to staffing and salary.*

*2. Should a Dean believe a faculty member is not performing program coordinator duties set forth in the Guidelines for Program Coordinators in a satisfactory manner, the Dean shall*

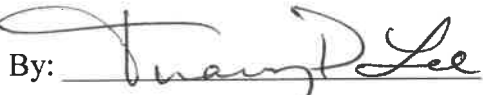
*document said concerns and notify the faculty member in writing a minimum of once a semester. Before a faculty member's program coordinator role can be removed, the Dean shall coordinate with the Vice President for Academic Affairs to offer a reasonable and mutually agreed upon intervention. Due cause for removal of an individual's program coordinator role should be based on the individual failing to perform program coordinator duties applicable to their program for One academic year.*

*Should the College desire to remove a faculty member's program coordinator role, the Dean shall inform the faculty member in writing no later than the last day of the spring term. The Union President shall also be notified in writing of the request. At any point in the process, the faculty member has the right to appoint a Union representative to attend meetings. Should any Program Coordinator role be removed, the faculty member will retain their full-time status, tenure, and seniority rights with regard to staffing and salary.*

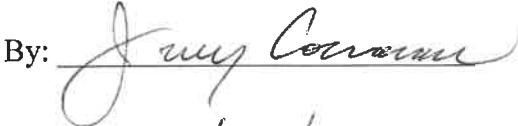
*During the 2022-2023 academic year only, if a Dean has determined a faculty member has not performed program coordinators duties set forth in the Guidelines for Program Coordinators in a satisfactory manner in the previous years before COVID, the Dean shall document any such determination and notify the faculty member of such determination in writing during the fall 2022 semester. Before the removal of such a faculty member's program coordinator's duties, the Dean shall communicate with the Vice President for Academic Affairs in order to discuss whether the deficiencies are remediable or irreparable. If the Dean and the Vice President for Academic Affairs agree that the deficiencies are irreparable, the faculty member's duties as program coordinator shall be discontinued.*

AMERICAN FEDERATION OF  
TEACHERS LOCAL 1810

PRESIDENT  
COMMUNITY COLLEGE DISTRICT 513

By: 

Date: June 13, 2022

By: 

Date: 6/18/2022