**Final TA AFT/SCD, June 2, 2017**

**PILLAR 3 – Improved Part-Time Faculty Working Conditions**

Article 4—Salary and Rates of Pay

4.1 Definitions – Except as provided in Section 4.8 below, the following definitions shall apply for payment purposes:

### "Regular college year" shall mean Fall, Winter and Spring Quarters as defined in the District instructional calendar and shall exclude Summer Quarter.

1. "Full-time faculty" are those who are assigned 100% of a full normal weekly workload in their discipline, division, or department for a minimum of eight (8) weeks, or for a shorter period when the assignment equals that of a full quarterly load, in a quarter during the regular college year. Faculty in this category are paid according to the full-time salary schedule, as set forth in Appendix A of this Agreement, except during Summer Quarter or for part-time assignments in excess of a full load (moonlighting). Payment for Summer Quarter where such assignments are supplemental for full-time faculty shall be governed by Section 4.8 below.

### For the regular college year after full-time faculty and priority-hire faculty have their course loads assigned, the remaining classes will be assigned by the Unit Administrator as part-time assignments based upon program needs, and the ability to achieve the goals, objectives, and mission of the college.

### After full-time faculty and PHL faculty are assigned their loads, full-time faculty members who are meeting their professional responsibilities per Article 6.8, at the discretion of the Unit Administrator, may be given the opportunity for moonlight assignments in their division based on program needs, instructional effectiveness, the ability of faculty members to perform their professional obligations, etc.

### Moonlight instructors shall be expected to be available for student consultation (on an appointment basis) for the moonlight class in addition to regularly scheduled office hours.

### The Unit Administrator, with the approval of the Vice-President for Instruction, may permit full-time faculty to teach moonlight assignments in excess of 150% of workload per quarter, if there are no part-time faculty who have taught during the previous three quarters, and are available, and are qualified to teach the class as determined by the Unit Administrator.

### AFT Seattle will receive a quarterly report listing moonlight assignments by the 15th day of each regular college quarter.

1. "Part-time faculty" are those who do not meet the criteria for full-time faculty. Faculty in this category are paid in accordance with Appendix B or pro-rata part-time.
2. “Pro-rata part-time faculty” are those who are assigned more than two-thirds (2/3) but less than 100% of the normal weekly workload of the discipline, division, or department for a minimum of eight (8) weeks in a quarter during the regular college year. The assignment may include non-instructional duties. Faculty in this category are paid according to the full-time salary schedule pro-rated at the percentage of a full-time load they are assigned, except during Summer Quarter. (For Summer Quarter, see Article 4.8.e.)

# ARTICLE 5 -- FRINGE BENEFITS

5.4 Personal Leave.

This leave is intended to be used for reasons of a personal nature; however, such leave shall not be used for gainful employment or self-employment. A faculty member should notify the Unit Administrator at the earliest possible time of intent to take personal leave (consistent with Article 6.8).

* 1. Full-time faculty under contract for at least three (3) quarters will receive three (3) non-accumulative days per instructional year commencing the first day upon which work is performed.
	2. Part-time faculty receive up to a maximum of one day pro-rated per academic quarter as their personal leave day. Such leave will accumulate during the current academic year. However, not more than two pro-rated personal leave days shall be taken in any one quarter provided that at least two such days have accumulated. Unused accumulated leave shall not be carried forward beyond the end of spring quarter. The percentage of assigned workload will be used to calculate pro-rated benefits for part-time faculty as defined in Article 5.2 above.

C. Faculty who teach during the summer quarter will receive one pro-rated day as a personal day. That day will not carry forward.

# ARTICLE 10 -- PROVISIONS REGARDING PART-TIME FACULTY (EXCLUDING COMMUNITY SERVICE AND NON-CREDIT CONTRACT COURSES AS DEFINED IN APPENDIX F)

10.6 Multi-quarter and Annual Contracts Part-time faculty may receive a multi-quarter contract for two or three quarters during the regular college year. These contracts guarantee a workload and salary for the duration of the contract unless the faculty member is notified in writing no later than 30 days prior to the end of the current quarter. These contracts may be offered to any part-time faculty member. However, these contracts shall not infringe upon the seniority rights of Priority Hire Part-timers for a consistent workload each quarter.10.7 Priority Hiring List.

1. Part-time faculty who have been employed at an average of 50% time or more for nine (9) of the last twelve (12) quarters (excluding Summer Quarter), and who have satisfactorily completed the evaluation process in 6.10 shall be placed upon a department/division priority employment list.
2. Such priority shall be consistent with previous percentage workload assignments up to and including 2/3 load for all faculty (except for 78% load for assignments based on a mix of 15 and 18 hour loads and 75% in Intensive English Language Programs) and shall provide a right of first refusal for any divisional/departmental assignments on their qualifying list with the exception of Summer Quarter assignments or assignments required to maintain a full-load for full-time faculty. If a course assigned by the unit administrator is subsequently cancelled or reassigned, the faculty member maintains a right of first refusal, defined below.

This consistent workload assignment is guaranteed for the following quarter (except Summer Quarter) unless the PH faculty member is notified in writing no later than 30 calendar days prior to the end of the current quarter (except Fall Quarter, for which the faculty will be notified by the last day of Summer Quarter). If a faculty member's workload varied from quarter to quarter during his/her qualifying period so as to not average a normally available workload percentage, the consistent workload shall be rounded to the nearest available workload. When the consistent workload falls halfway between the nearest available workloads, it shall be rounded up. Fifty percent (50%) will be used as the minimum guaranteed workload percentage for assignment purposes. In order to maintain a guaranteed load, the unit administrator may assign the PH faculty member, if qualified, courses not on his/her qualifying list and/or non-teaching duties.

The qualifying list shall include courses taught within the twelve (12) quarter qualifying period and can be modified as follows: any course taught in three separate quarters during the previous three years before ratification or subsequent to establishment of the original qualifying list, shall be added to the list by the unit administrator; courses may be deleted from the list by review with the unit administrator based on evaluations.

PH faculty will be informed about the division/department scheduling process and may provide input to that process. In the event that priority claims within a division exceed assignments available within that division, the priority shall be based upon the total contact hours taught within the division; the individual with the highest number having the greatest priority.

Definition: Right of First Refusal: Right of first refusal is an agreement for each quarter that provides PHL faculty the right to meet their consistent workload by requesting classes from their qualifying list before non-PHL part-time faculty. If a class assigned to a PHL faculty is cancelled or reassigned, that PHL faculty shall have their guaranteed workload met by either (1) being offered two options of classes that she/he is qualified to teach or by (2) being assigned non-teaching duties.