

67% Cap:

California Education Code does not allow a Part-time faculty person to teach more than 67% of a Full-time instructor's load in any one community college district. See Load.

Adds: Article 9.4

It is an instructor's call whether to add students to her or his class, even if the class is not full on the first day. To add a student, you need to give an add code to each student. Go to [MyPortal](#) – Apps – Faculty– Active Roster – Select term – click on class. In the upper left corner is a menu. Pull down to “Essentials.” Here you will find add codes and other course information.

Additional Compensation: Article 7.26, Article 27.2.1, and Schedule (Appendix) G

Part-time faculty are paid to teach, counsel, or be a librarian. For instruction, this includes preparation for instruction, class time, and assessment of student work. Any work outside of these “primary duties” involves additional compensation.

Attendance at Opening Day (Article 27.2.1) and Orientation (Article 7.26.1) are optional but remunerated. If Part-time faculty are *required* to attend meetings or otherwise participate in duties beyond teaching/counseling/library, they are remunerated for this participation. Part-time faculty are also paid for attendance / participation in Professional Development opportunities offered by the [Staff Development Center](#).

Agreement:

The Agreement is a three-year contract negotiated by FA's Negotiation Team and is comprised of 39 Articles, a number of Appendices, and several Memoranda of Understanding (MOUs). The Agreement details how things are done and who is affected by any particular article. The Agreement and its appendices and memoranda can be found here: [FA Agreement Articles \(fafhda.org\)](#)

Assignments: (Contract) Defined in Article 7.15.1, See also Articles 7.4 through 7.8, 7.12, and Article 26.1

Per Ed Code, Foothill – De Anza Part-time faculty may teach up to 67% of a full-time annual load PER YEAR (0.67 total) and up to 45% of a full-time annual load (0.45 total) PER QUARTER. The number of assignments per year and per quarter varies depending on the typical load factor of courses in the division. (See Load).

Assignment of classes for regular quarters (not including summer) are distributed as spelled out in Article 7.12. Part-time faculty having Reemployment Preference (REP) are to be assigned classes before those Part-time faculty who do not have REP. If you feel you have not been assigned a class properly or at all and believe you should have gotten a class, contact your campus Conciliator (See the [FA home page](#)) who will investigate and ensure classes in your Division/Department were assigned per the *Agreement*.

Summer classes are assigned as spelled out in Article 26.1. In the event of a tie in assigning classes, seniority on the reemployment preference list will be used to break the tie.

Calendar: Appendix H

The academic year calendar is 175 days, including 4 staff development days which are negotiated by FA and the Foothill-De Anza Community College District. Calendars may be found in *Appendix H* of the *Agreement* and on the FA website (<http://fa.fhda.edu>).

Column Placement: Appendix C, B1, E, or G

When initially hired, Part-time faculty will be paid in accordance with Appendix C for credit coursework or fully-funded (CDCP) non-credit courses, B1 for Child Development faculty, Appendix E for traditional non-credit courses, or Appendix G for noninstructional (counseling or library) hourly assignments. One's column assignment is based on education and experience. To move across columns, Professional Development is required.

New hires should check to ensure proper column placement. (If you think you have been placed incorrectly, contact FA.)

Compensation (See Salary)

Contract (Assignment): Article 7.12

Acceptance of an assignment / contract must be done through MyPortal. To accept a contract, one needs to go to MyPortal – Apps – Faculty – Faculty Online Services where one will find “My Contract” at the top of the page.

Assignment Contracts are offered 28 days before the beginning of a new quarter and an email is sent to notify faculty that the contracts have been offered. The notification email is sent to one's FHDA email address.

On the contract is one's step and column placement as well as one's compensation for the accepted class(es). Compensation is the Load Factor multiplied by the Pay Rate. The Pay Rate is from Appendix C. So, assuming one is at Column 3, Step 5 on Appendix C, the calculation would be: $0.125 \times 66,731.43 = 8,341.42$ total for the course $8,341.42 \div 3$ pay periods per quarter = 2,780.47 total per month. (See Paystub)

Course(s), Management of: Article 9

MyPortal – Apps – Faculty – Active Roster – Select term – click on class. In the upper left corner is a menu. Pull down to “Essentials.” Here you will find course information.

Add Codes:

Students can register late for a class only if they are given an add code by the instructor; these are available in the Essentials menu of the class roster.

Adding Students:

Once a class begins, faculty are encouraged, but not required, to add students up to the maximum seat count as stated on the Course Outline of Record (COR); Faculty can find this number MyPortal – Apps – Faculty – Active Roster – Menu – Essentials link for each class. Here one can also find deadlines for Census count, refunds, and drops.

Note that enrolling more students than the COR seat count not only increases one's workload without pay and may result in other classes being cancelled but doing so also appears to support the idea that class size in general should be increased.

Class Roster:

Roster(s) provide a list of enrolled/dropped/waitlisted students and are available only via MyPortal, which provides real time enrollment information, including add/drop status. MyPortal – Apps – Active roster – My Rosters then choose the quarter and class.

Dropping Students:

Faculty will be notified via email / MyPortal to drop non-attending students prior to the census dates; these dates are shown in the "Essentials" link for each class. Otherwise, it is up to faculty whether to drop students who are not attending; each class' attendance / drop policy should be clearly stated on the class syllabus.

Emailing Students:

Active Roster allows faculty to email all or individual students within a class; by checking a box, faculty receive a copy. All emails sent are saved under E-Mail History in each class' Essentials drop down menu.

Grades: Article 7.20.1, Appendix Q

Grades must be submitted within three working days of the final exam, usually the Wednesday after the end of the quarter. To submit grades: MyPortal – Apps – Faculty online services – grades

No Shows: Article 9.4.2 and 9.4.2.1 and 9.4.2.2

No Shows refers to students who never attend a class. State regulations and student refund policies require faculty to drop students who never attended a class via MyPortal (unless instructor approves a late start) by the end of the first week.

Wait-Listed Students:

Faculty should add students based on their waitlist priority number as shown on the class roster; the number shown should correspond to the date the student enrolled; however, if a WL student drops prior to the beginning of the quarter, his/her number is not rolled over to another student. Each WL student will need an add code to enroll.

CWID / MyPortal Password:

Your CWID [Campus-Wide-Identification] is your employee identification number (do NOT use your social security number on any forms). The CWID is to be used on all documents that require an employee ID, e.g., the leave report form. If you have previously been employed by or have been a student in the District, you have a CWID; it can be found on your paystub / enrollment documents. If new to the District, at the campus personnel office, you will be asked to fill out numerous forms. When that data is entered into the district employment system, a CWID is automatically generated for you. Human Resources personnel send the CWID to your division. If you don't have a CWID, check with your division dean / administrative assistant first. Once you have a CWID, you can log on to MyPortal (see MyPortal) and use it on all FHDA forms.

District Email:

All official business in the District requiring email uses the District's FHDA email. (lastname@fhda.edu) It is important to check your assigned email regularly.

DUES – for the Faculty Association:

Part-time faculty dues are 0.45% of each monthly paycheck. Your dues help pay for the work FA does for you and includes membership in the Faculty Association of California Community College ([FACCC](#)) which provides multiple opportunities for greater engagement and professional development opportunities.

Evaluations: Articles 7.10, 7.11, Articles 6.2 and 6.3. and Appendixes J1 and J2

To attain Reemployment Preference (REP), a Part-time faculty member should have an administrative evaluation (Article 7.10) within the first three quarters of employment with the District. A Part-time employee needs to have a Student evaluation (Article 7.11) within the first five quarters of employment. To attain REP, the Part-time faculty person

is responsible for having a student evaluation done at some point in his or her first five quarters of employment.

If an administrative evaluation is not done during the first three quarters, and a student evaluation is done, then the faculty member shall attain REP (Article 7.10.3).

Once REP is earned, a Part-time faculty person is to be evaluated once every nine quarters of employment (Article 6.2) The evaluator can be one's dean or the dean's designee (A Full-time faculty member). The Part-time faculty member is to be notified in advance (Article 6.2.4) of the day and time of her or his evaluation.

Evaluations are done using **Appendix J1** – administrative evaluation, and **Appendix J2** – student evaluation.

Faculty Association (FA):

The Faculty Association is the sole collective bargaining unit for all faculty as regards working conditions, job status, and compensation. Part-time faculty are encouraged to become familiar with *Article 7 Part-Time Faculty* in the [2019 – 2022 Agreement](#) as well as other relevant articles to learn about their rights and responsibilities. The FA office, 650.949.7544, is located on the second floor of the District Annex building (D140) on the Foothill campus near the District offices. To keep faculty informed on important issues, FA publishes a monthly newsletter (*FA News*), which is delivered to each faculty person's FHDA email, and FA maintains a website <https://fafhda.org/>.

Grades: Article 7.20.1, Appendix Q

Grades must be submitted within three working days after the end of final exam which is usually Wednesday after the end of the quarter. To submit grades: MyPortal – Apps – Faculty – online services – grades

ID Card:

An ID card can be obtained from the Office of College Life – Lower-level Hinson Center on the De Anza Campus. Staff ID cards are needed to access library services and to obtain a parking permit.

Keys: De Anza:

One's department or division should provide instructions for obtaining necessary / authorized keys. At a minimum, a De Anza Part-time faculty member should have a D44 key (hard key) which opens most classrooms. The Part-time faculty member should also have a key or electronic key fob to access his or her Division office and staff restrooms. If one expects to make use of the Part-time office space in the Baldwin Winery on the De Anza campus, one needs to request a key (or electronic access added to a key fob already given) for the Baldwin Winery from one's division office. (See Part-time Office Space)

Keys: Foothill:

Contact your division office to obtain necessary keys.

Leaves: Article 16**Bereavement Leave:**

Each faculty employee is entitled to paid bereavement leave of absence sufficient to allow for three consecutive days (excluding weekends or holidays), following the death of any member of his or her immediate family. This leave is five days if travel out of state or over 300 miles is required (Article 16.8).

Jury Duty:

A part-time faculty member who is called for jury duty is granted a jury duty leave of absence with pay. The amount the faculty employee receives for jury fees, excluding mileage allowance, is deducted from his or her earnings (Article 16.33).

Leave Report:

There are several types of leaves for part-time faculty. When a leave is needed, be sure to notify your Dean as soon as possible. Within 10 school days after returning, file a leave report (Article 16.40) MyPortal – Apps – Faculty Online Services – Faculty Leave and Sub Pay.

Personal Necessity Leave:

Part-time faculty who have been employed by the District for at least one month may be granted one day of personal necessity leave per quarter. Leave may be used for family emergencies, judicial orders, major religious holidays, funeral attendance, or natural disasters. Those with reemployment preference may also use personal necessity leave to attend professional conferences (Article 16.2). Personal necessity leave does not accumulate from year to year.

Sick Leave:

Each part-time faculty employee is entitled to two days (16 hours) of paid sick leave per quarter. Sick leave is cumulative (Article 16.15). Absence due to sickness for all assignments on one day results in a deduction of 8 hours of sick leave. For partial leave, Appendix F gives the pro-ration of hours to be deducted from the sick leave bank. If absent due to illness or injury for 5 consecutive days or more, or 5 consecutive hours or more of any assignment, documentation may be requested (Article 16.21)

State Disability Leave:

In accordance with Article 7.27.3, under qualifying conditions, part-time faculty are eligible for State Disability Insurance (SDI) and Paid Family Leave Insurance (PFL) (Article 16.30.1 and 16.30.2).

Transfer of Sick Leave from other California school districts:

Part-time faculty can transfer unused sick leave accumulated in other California Community College school districts to FHDA if the application for transfer is made within (a) three years succeeding the academic year in which employment in the other California school district is terminated, or (b) a period greater than three years during which the faculty employee retains reemployment rights under a local bargaining agreement in effect in the other California school district. (Article 16.25.2)

Upon retirement, one's unused sick leave is converted to Service Credit. (See Service Credit)

Load Defined: Article 9.2. Responsibilities: Article 7.20 – 7.22.

Load is calculated for each course taught. For example, an instructor teaching a particular five-unit class would have each class loaded at 0.125 which means that person can only teach 5 classes each academic year ($0.125 \times 5 = 0.625$). Taking another class would push that person's load to 0.75 which would violate the existing 67% cap. Other five-unit classes are loaded at 0.111, which means faculty teaching these classes can teach six per academic year ($0.111 \times 6 = 0.666$) and remain under the 67% cap.

Part-time hours in non-instructional areas (counseling and library) is converted to load to ensure part-time faculty do not exceed 67% of full-time load.

One's load affects one's health benefits. (See Health Benefits – Paying for).

Mailboxes:

All Part-time faculty have a mailbox in the Administration Building's mailroom, and this mailbox should be checked regularly. Some Divisions or Departments may also have mailboxes for Part-time faculty.

MyPortal:

MyPortal permits access to all District forms, class rosters, email, and calendar, etc. Initial access to MyPortal requires a CWID. See CWID

Non-Discrimination: Article 28.

The Foothill – De Anza Community College District does not discriminate on any basis.

Office Hours: Article 7.24

Weekly Office hours associated with teaching a credit course are required during fall, winter, and spring as specified in the chart below and must be synchronous (either in person or online). One's office hours can be held via Zoom or other synchronous online modality, and one's office hour schedule must be clearly stated on one's syllabus. Note that email is not considered a synchronous method of contact.

Total Quarter Load

Office Hours

0.000 – 0.060	0.5
0.061 – 0.125	1.0
0.126 – 0.250	2.0
0.251 – 0.450	2.5

Parity Defined: Article 7.31 and 24.10.

Parity is the percentage of a Full-time faculty member’s pay that a Part-timer earns. At FHDA, Part-time faculty are paid 83.5% of full-time faculty salary, which is very nearly as high as it can go (87.5% is considered full parity) given that the missing 12.5% is the difference between “just” teaching and the other responsibilities that accrue to Fulltime faculty members as part of their assigned duties. The Faculty Association’s goal is to negotiate Part-time parity up to 87.5%, with up to 4 office hours per week for parttime faculty.

Parking:

Parking permits are required seven days a week from 7 a.m. to 10 p.m. Staff parking permits, which are issued by the campuses’ Police Departments, are required for all staff spaces (see campus map). For a courtesy parking permit for faculty or a guest, contact the campus Police office (x 7313).

Paystub:

Your paystub can be found in MyPortal – Apps – Payroll. On your paystub you will see which CalSTRS retirement option you are paying into (if any) as well as your Health Care provider if you are using FHDA District health benefits. The paystub also provides a wealth of other information. See example in How to Read Your Paystub on this website.

Personnel Files: Article 8 and 8.7

All documents pertaining to one’s relationship with the District are kept in one’s on campus personnel file. Faculty members have a right to inspect this file and request the correction of erroneous material. Article 8.7.

Police / Emergency Services:

Emergency: call 911 (call goes to off-campus police/sheriff)
 Non-Emergency: Call 408.924.8000 from a cell phone, or 650.949.7313.

Campus police provide emergency and other services:

- upon phone request, provide escort to car after dark.
- open car with key locked inside
- maintain a lost and found service for misplaced items.
- jump-start dead car batteries.
- help write a police report in the event of theft or car accident.

Professional Development: Article 36

Professional Development is necessary for one to move from column to column on Appendix C. Many professional development opportunities are offered by the Office of Professional Development. Other possibilities for professional development might be courses one takes, discipline related conferences one attends, etc. It is always best to ensure a planned professional development activity has been approved by one's dean before the event takes place.

To learn what professional development opportunities are offered:

De Anza: <https://www.deanza.edu/professionaldev/>

Foothill: <https://foothill.edu/staff-development/>

Funding for professional development opportunities such as conferences and workshops is available to all Part-time faculty who have REP. Funding is capped at \$1600 per year for eligible faculty members.

See <https://www.deanza.edu/professionaldev/conferencefunds/applyforfunds.html> to apply for De Anza College conference funds,

and <https://foothill.edu/staff-development/travel-conferences.html> to apply for Foothill College conference funds.

Part-time Office Space:

De Anza: The Baldwin Winery has office space available to Part-time faculty, and those teaching in PSME may be given desk space in the division. To request a key, contact your division office.

Foothill: To find Part-time office space, contact your division office.

Reemployment Preference (REP) Article 7.9. and 7.10.3

Reemployment preference can be earned after five quarters of service. To attain REP one needs to have had at least one student evaluation (Appendix J2) completed prior to completing one's fifth quarter of service.

One's dean should do an administrative evaluation sometime in a newly hired Part-time faculty member's first three quarters. Should the administrative evaluation not be done

during the first three quarters, one is eligible for REP provided the faculty member has done the requisite student evaluation.

Salary (Compensation): Appendixes C, B1, E, or G

All paychecks are electronically deposited to the institution of choice on the last working day of each month. The salary is noted on your Assignment Contract in MyPortal. See Appendix C in the Agreement for the current part-time instructor salary schedules. (Child Development faculty are paid on Appendix B1.) Pay is calculated according to a part-time faculty member's column and step placement: multiply course load factor times appropriate step/column on appropriate appendix.

To calculate one's pay for a course: Appendix C or E, course = 0.125 load, Column = 3, Step = 5. So, $0.125 \times 66,731.43 = 8,341.42$ total for the course $8,341.42 \div 3$ pay periods per quarter = 2,780.47 total per month.

Pay for non-instructional assignments in counseling or the library is hourly based on Appendix G.

Step placement/movement. The rules for one's original step placement are explained in Appendix C, and faculty members should verify correct placement upon hire.

Movement up steps is accomplished each time a Part-time faculty member attains one year's service credit.

Service Credit:

A Part-time faculty member is limited to 67% of a full load in any district each year—not counting summer school. For this reason, if one is only teaching in one district, then it may take several quarters for that person to earn a year's service credit.

Service credit is used to calculate one's CalSTRS DB retirement benefit. (See Retirement)

Shared Governance at Foothill-De Anza Community College District

Each College has a governance structure that allows for input from all stakeholders.

De Anza College

A description of shared governance committees can be found [here](#). Shared governance meetings are open meetings. Voting faculty members are typically appointed by the [De Anza Academic Senate](#) with some voting positions on committees specifically for part-time faculty which include compensation for time spent on those committees.

The De Anza Faculty & Staff webpage has links to other entities and other resources. That page can be found [here](#).

Foothill College

A description of shared governance committees can be found [here](#). Shared governance meetings are open meetings. Voting faculty members are typically appointed by the Foothill [Academic Senate](#) with some voting positions on committees specifically for part-time faculty which include compensation for time spent on those committees.

The Foothill Faculty & Staff [webpage](#) has links to other entities and resources.

Student Learning Outcomes:

Each Course Outline of Record (COR) has Student Learning Outcomes (SLOs) associated with it, and these SLOs need to be placed prominently on your course syllabus.

Summer Assignments: Article 26.1

Summer classes are assigned as spelled out in Article 26.1. In the event of a tie in assigning classes, seniority on the reemployment preference list will be used to break the tie.

Unemployment: Part-time faculty are entitled to unemployment benefits when not teaching; this includes break weeks, summer and winter holiday weeks. The California State unemployment office (EDD) is found [here](#)

There are two types of filing claims, one's initial (new) filing and subsequent (reopening) filings. The process to file can be intimidating and frustrating, but there is help available.

EDD has made videos to help people navigate the claims process. These can be found [here](#).

Another very good resource is here: [Contingent World - Resources for Organizing](#) where one will find step-by-step (with screenshots) instructions for how one files either a new claim or when filing a reopening claim. (This help is provided by Professor John Govsky, a Part-time faculty member at Cabrillo College.)

First, if you are using the Contingent World's website with page-by-page examples showing how to complete an unemployment filing, be sure that when asked the question "Do you belong to a union?" your answer is No. (The FA for FHDA is a collective bargaining unit, not a union.)

Also, when asked for your employer's phone number, be sure to give the correct number. For De Anza faculty, that number is: 408-864-8711. For Foothill faculty, that number is: Foothill (650) 949-7625.

When asked for your supervisor, give your dean's name, of course, but when asked for your employer's phone number, be sure to use the number above.

CA EDD Now Uses a New ID Verification System

The California EDD is now imposing stricter identification requirements on those filing for unemployment benefits. Specifically, you will be required to use the [ID.me](#) system to verify who you are. To successfully enroll in the [ID.me](#) system, you will need:

- A copy of an identification document such as a driver license or a passport. You will need to be able to scan or take a good-quality photo of your document, and then submit it electronically.
- A current photo of yourself. You will need to be able to take a selfie/video and submit it electronically. If the selfie photo does not look similar to the photo on your ID, it may be rejected.

ID.me's integration into EDD's website is not exactly seamless. To save yourself potential aggravation, it might be a good idea to go to ID.me and set up an account there before you file for unemployment.

Id.Me offers several videos to explain its process. The overall explanation of the process can be found [here](#).

Finally, should you have any issues / problems in your dealings with EDD, help is available from several members of the California Assembly who have a dedicated link to request help dealing with EDD. Links for a few local representatives are here:

[Alex](#) Lee (AD 25)

[Ash](#) Kalra (AD 27):

[Evan](#) Low (AD 28):

[Mark](#) Stone (AD 29):

FA's Part-time Secretary regularly offers workshops on how to file for unemployment and is, of course, always available for help with any issues one may have with EDD.

Articles / Appendixes Cited:

The entirety of the Agreement can be found [here](#).

Article 6 Evaluations
Article 7 Part-time faculty
Article 8 Personnel files
Article 16 Leaves
Article 22A Health Benefits
Article 24 Salary
Article 26 Summer assignments
Article 27 Calendar
Article 28 Non-Discrimination
Article 36 Professional Conference Funding

Appendix B1
Appendix C
Appendix D / D1
Appendix F
Appendix (aka Schedule) G
Appendix J1
Appendix J2
Appendix K
Appendix Q