

Know Your Contract

Re-Employment Preference: What It Is, How It Works

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Re-employment preference (REP), rarely given outside of the Foothill-De Anza District, is in a very real sense an agreement between part-time faculty and management that benefits both parties. Part-time faculty with REP agree to accept an assignment when offered (with certain exceptions outlined in *Article 7.17*) so gain a reliable employment; managers agree to offer assignments to faculty with REP before giving them to others with lower/no REP so gain a reliable pool of faculty.

NOTE: in assigning classes to part-time faculty with REP, managers factor in *Article 7.12*, which states that part-time faculty must be qualified for the assignment, with "qualified" defined as (1) meeting the state minimum qualification for the particular discipline, (2) having adequate preparation for the specific course or assignment through appropriate education or experience, and (3) possessing effective skills relevant to the specific course or assignment.

EARNING REP: Part-time faculty earn REP within one division at one college after five quarters of employment (consecutive or not) if both a satisfactory administrative evaluation (J1) and a student evaluation (J2) are completed, the latter according to *Article 7.11* "to the extent practicable based on the faculty employee's assignment." If either evaluation indicates improvements are needed or raises concerns, follow-up evaluations can be done before the end of the fifth quarter. Thereafter, part-time faculty are evaluated once every nine quarters of employment.

TERMINATING REP: REP can be terminated in four ways: (1) a break in service occurs, which is defined as not having an assignment for six or more consecutive quarters for any reason; (2) an assignment is refused for a reason other than the exceptions in *Article 7.11*; (3) unsatisfactory performance is documented as outlined in *Article 7.18*; and (4) failure to perform the normal and reasonable duties or misconduct as defined by Education Code Section 87732 is documented as outlined in *Article 7.19*.

REQUESTING AN ASSIGNMENT: Part-time faculty with REP must request at least one assignment in at least one quarter every year (7.3). By the posted deadline, faculty submit a written "Assignment Request and Preferences" form (7.2) to the appropriate dean/administrator, which is to contain the number of assignments requested and preferences, e.g., desired courses, delivery method, and preferred time frame. NOTE: preferences are not a guarantee of a particular assignment nor are they the only assignment/timeframe offered, but they will be used in developing a quarterly schedule. Once every five years, part-time faculty may request in writing, at least 60 days prior to the beginning of the quarter, not to receive an assignment for up to one year.

BUMPING: Part-time faculty with REP can be "bumped" (7.13, 7.14) before the beginning of the quarter, but only if the assignment is needed to fill the load of full-time faculty. After an Assignment Contract has been issued, the seniority of part-time faculty member is considered as a relevant but not controlling factor in deciding which particular assignment is needed to fill full-time load. If bumped after the quarter has started (but before the commencement of the assignment), faculty are paid a percentage of salary.

UTILIZING THE REP LIST: The REP seniority list is used as follows: the senior most part-time faculty member, determined by date of first quarter of employment, is first offered "an assignment" (*Article 7.15.1*); then one assignment is offered to others by their seniority order on the list. When the end of the list is reached, if assignments remain, the senior most faculty is offered a second assignment and so on. Only after all part-time faculty with REP are fully loaded (if requested) can the scheduler offer an assignment to part-time faculty without REP. Faculty can assume that the REP list is being used correctly, but if they want assurance, they would need to ask the scheduler for such information or call the [FA Conciliator](#).

POSTING THE REP LIST: To ensure the REP "agreement" is being honored, part-time faculty need to be aware of their REP status; to this end, *Article 7.12.1* mandates that "each division shall post its reemployment preference list in the division office, and the list shall be updated quarterly." REP lists have also been made available on MyPortal. Faculty with questions about re-employment preference are encouraged to contact their campus Conciliator or the FA Office 650.949.7544.