

**Article 7 Part-time Faculty and
Article 26 Summer Session**

MEMORANDUM OF UNDERSTANDING
BETWEEN
FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
AND
FOOTHILL DE-ANZA FACULTY ASSOCIATION

This Memorandum of Understanding is entered into by and between the Foothill-De Anza Community College District ("District") and the Foothill-De Anza Faculty Association ("FA").

The District and FA wish to modify the provisions of Article 7 - Part-time Faculty and Article 26 - Summer Session to meet the counseling needs in specific cohort programs at De Anza College.

The parties agree that:

De Anza College will continue to maintain a single Reemployment Preference (REP) list for all counseling assignments.

De Anza College may offer large counseling assignments for the cohort programs listed below because each of these programs/learning communities/cohorts serve students in a case management model with specific needs that require specialized knowledge about the program/area and follow up.

The following areas may offer large counseling assignments:

- Men of Color
- College Promise
- Veteran's Services
- EOPS
- DSPS
- Guardian Scholars/NextUp
- OTI
- Mental Health Services
- International Students (ISP)
- Athletics
- Math Performance Success (MPS)
- English Performance Success (EPS)
- SSRS Learning Communities

In the announcement of the availability of the assignment, each area offering a large counseling assignment must include the criteria (including the unique knowledge, skills, and experience) desired.

A "large counseling assignment" is a counseling assignment of more than 5 hours per week but not more than 15 hours per week.

All part-time counselors (including full-time overload) will be given the

opportunity to request a large assignment and the REP list will be used to assign faculty. In order to schedule appropriately, all large assignments (availability, hours per week, program) must be identified and communicated to the department scheduler before any scheduling commences. Except in the case of an unforeseen emergency, large counseling assignments may not be “late assignments.”

Following the rules of scheduling of concurrent sections in instruction, if a counselor receives a large assignment of up to 10 hours per week on the first pass through the REP list, they will not receive an assignment on the second pass through the REP list. Similarly, if they receive a large assignment of more than 10 hours per week to 15 hours per week, they will not receive an assignment on the second or third pass through REP list.

Availability of all part-time counseling assignments (general and embedded), including large counseling assignments, will be publicized to all counseling faculty. Requests and preferences for all counseling assignments will be collected before scheduling commences.

A faculty member must request a large counseling assignment in order to be eligible for such an assignment. If the number of requests for large assignments exceeds the number of available large assignments, seniority date on the REP list will be the deciding factor.

Because full-time faculty are limited to two overload assignments per quarter, full-time faculty with REP may request a large assignment as an overload assignment provided the large assignment does not exceed 10 hours per week.

Faculty who are expected to help plan and participate in field trips, community events, cohort activities, etc., as part of the assignment shall have these hours included in the assigned hours each week.

The college may offer the assignment to part-time faculty counselors without REP or hire new part-time faculty counselors when no faculty with REP are able and willing to accept the assignments.

The general counseling scheduler will coordinate the use of REP and scheduling with the other area supervisors.

Dated June 12, 2024