



Adjunct Faculty College Service and Professional Development Program PILOT PROGRAM Information and Activities Table

Definitions

College Service is defined in Article 4.1.3 of the LRCFT Collective Bargaining Agreement. College Service “may include but not be limited to the following activities: efforts to close the opportunity gaps for students, faculty and staff and other anti-racism and equity related work; advisory committees; college planning processes; professional growth activities such as online and onground instructional skills workshops; developing and assessing student learning outcomes; accreditation work; college sponsored student success initiatives; college outreach activities; division and department meetings; program planning; search and selection committees; performance review teams; sponsoring and supporting student activities; college and district governance; state-wide faculty organization meetings; conferences and workshops; State Chancellor Office task force assignments; and activities of the LRCFT that are reasonably related to college service.”

Professional Development is an activity that has as its goals the development of skills, competencies, and personal qualities that will provide the potential for better performance and satisfaction on the job. Professional development helps the college fulfill its mission, values, and commitment to social justice and equity.

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The 2023-2026 LRCFT Collective Bargaining Agreement includes an augmentation of the Special Project Payments section of the contract (Article 2.3), allowing an expansion of opportunities for part-time faculty to receive compensation for certain types of college service and professional development work. This is a pilot program that will be monitored by the LRCFT and LRCCD and is subject to revision in subsequent academic years.

An expanded list of approved types of college service and professional development is provided below. All adjunct faculty with a current assignment are eligible to be compensated for these activities at the individual’s current class and step on the B2/B3 schedule.

Individual part-time faculty may perform a maximum of 27 hours of compensated college service and professional development, Districtwide, per academic year. It may be spread over the two semesters (Fall and Spring) in any combination, or it may be used completely in either semester. You must have an assignment in order to qualify for this program. You may not complete or be compensated for college service or professional development in a semester in which you do not have an assignment.

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Important Notes

1. This college service and professional development opportunity is voluntary. No part-time faculty member is required to perform work beyond the assignment provided on their Tentative Course Schedule (TCS), and part-time faculty performance review may not address service and professional development contributions unless the faculty member elects to discuss such contributions in their self-study.
2. This college service and professional development opportunity is separate from your Flex obligation. If you have a Flex obligation based on your course schedule (see your TCS), you must fulfill that obligation, and activities counted toward your Flex may not be compensated under this program.
3. This college service and professional development opportunity is separate from the Adjunct Faculty Office Hours Program. Adjunct faculty may choose to participate in either, both, or neither.
4. This college service and professional development opportunity is separate from service as a part-time Senator of the Academic Senate or representative on the Curriculum Committee. Part-time faculty serving as an Academic Senator or member of the Curriculum Committee are paid up to 18 hours per semester for attending meetings. Part-Time Faculty who serve more than the maximum of 18 hours may apply the additional meeting hours to the college service and professional development program without exceeding the 27-hour maximum per academic year.

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Table of Qualifying Activities

Not all college service or professional development activities are eligible for compensation under this program. The table below lists the activities agreed to by the District and the LRCFT that currently qualify for compensation under this program. Please read the notes with individual entries to check for conditions or limitations.

ACTIVITY	STRS creditable?	FTE creditable?	How Paid?	
Academic Senate - additional service Note: Service as a representative on the Academic Senate and/or the Curriculum Committee is compensated separately, up to 18 hours per semester. Hours in excess of 18 per semester may be claimed under this program. <u>See Adjunct Academic Senate Information .</u>	Yes	No	ESA	Acad. Sen. Service and/or the Curriculum Com. hours in excess of 18 per semester may be submitted.
College or District Advisory Committee Member	Yes	Yes	ESA	
College or District Workgroup Member	No	No	PEX	
Campus and Community Engagement and Outreach Activities	No	No	PEX	
Cognitive Testing	Yes	Yes	ESA	
Compliance Training Includes trainings such as: <ul style="list-style-type: none"> ● Sexual Harassment Training ● Title IX Training ● Internet Security ● Mandated Reporter 	No	No	ESA	
Convocation Attendance	Yes	Yes	ESA	
Coordinator of Flex Activities	Yes	No	ESA	
Curriculum Committee - additional service				

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Note: Service as a representative on the Academic Senate and/or the Curriculum Committee is compensated separately, up to 18 hours per semester. Hours in excess of 18 per semester may be claimed under this program. <u>See Adjunct Academic Senate Information .</u>	Yes	No	ESA	Acad. Sen. Service and/or the Curriculum Com. hours in excess of 18 per semester may be submitted.
Curriculum Development (for-credit course)	Yes	Yes	ESA	
Department-Level and/or Division-Level Meeting Attendance	Yes	Yes	ESA	
Flex Events and Workshops Adjunct faculty who do not have a Flex obligation, or who have completed sufficient activities to fulfill their Flex obligation, may be compensated for attending approved Flex events or for viewing recorded Flex events when recordings are available. Requires manager approval.	No	No	PEX	
Hiring Committee Member Compensation for interviews and committee meetings, but not for application screening.	Yes	No	ESA	
LRCFT Meeting/Workshop Attendance must be college-related activities. <i>Union-specific workshops (faculty rights; leaves; etc.) do NOT qualify.</i>	Yes	No	ESA	College-related activities. Union-specific workshops (faculty rights, leaves, etc.) don't qualify.
Mentor: Internship Program or Student Success and Student Equity <i>E.g., Faculty Diversity Internship Program mentor.</i>	Yes	No	ESA	
New Faculty Welcome/Orientation/Academy Moderator, Presenter, Panel Member Orientation means post-hiring, campus level orientations. It does NOT include the orientations provided by Human Resources for new employees.	Yes	No	ESA	

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Office Hours	Not available. Adjunct Faculty Office Hours are not part of this program and are compensated separately.			
Performance Review Team - Member	Not available. Adjunct faculty participation on Performance Review Teams is not part of this program and is compensated separately.			
Presenter – For-Credit Workshop When performed for students enrolled in a specific course (e.g., Dance Showcase).	Yes	No	ESA	
Presenter – Workshop/Orientation for Instructional Program- <i>When performed by program faculty.</i>	Yes	No	ESA	If you are an organizer and/or presenter of a professional development activity, you will be paid for twice the number of hours that the event takes. So, for a one-hour event, indicate that you were an organizer and/or presenter and enter two (2) hours. This is to compensate you for the organization and/or preparation time as well as the time you spent at the activity itself.
Program Development (For-Credit Courses)	Yes	Yes	ESA	
Program Learning Outcomes (PLO) Assessment Under normal circumstances, this should be performed by full- time faculty. Part- time faculty may only perform this work for compensation if no full- time faculty are available in the department or area.	Yes	Yes	ESA	
Program Review - Under normal circumstances, this should be performed by full- time faculty. Part- time faculty may only perform this work for compensation if no full- time faculty are available in the department or area.	Yes	Yes	ESA	
Reading and Grading Placement Exams	Yes	No	ESA	
Student Internship Development	Yes	No	ESA	

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Student Learning Outcomes (SLO) Reporting When full-time faculty members are available and have the requisite expertise, SLO reporting should be performed by full-time faculty. When no full-time faculty are available, or when a part-time faculty member is determined by the department to be the most appropriate reporter for a particular course, this task may be performed by part-time faculty. Maximum number of hours should be agreed upon by the Department Chair.	Yes	Yes	ESA	
Student Organization/Club (Appointed Adviser)	No	No	PEX	
Teacher Prep Program	Yes	No	ESA	
Website Development - Content-Related Curriculum, Counseling, Guidance.	Yes	Yes	ESA	
Workshop Attendance - Mandatory Attendance required by Area Dean.	Yes	No	ESA	
Workshop Attendance - Voluntary To enhance professional skills; approved Area Dean.	No	No	PEX	