

Article 12: Contract Education

“CONTRACT EDUCATION” means those situations in which the District contracts with a public or private entity for the purposes of providing instruction or services or both by the community college (Ed Code Sections 78020 – 78023). The District may employ persons possessing appropriate credentials (minimum qualifications) as faculty in programs and projects to perform services conducted under contract with public or private agencies (Ed Code Section 87470). The terms and conditions under which such persons are employed are outlined in this Article.

12.01 DEFINITION OF TYPES OF CLASSES

- A. **“Credit”** refers to any class offered for community college credit, regardless of whether the class generates state apportionment. (See Ed Code Section 78020.) Curriculum for such classes shall be approved according to the District curriculum process.
- B. **“Non-Credit”** refers to courses that meet the requirement for apportionment pursuant to Ed Code Section 84711. (See Ed Code Section 78020.) Curriculum for such classes shall be approved according to the District curriculum process.
- C. **“Not-for-Credit”** refers to classes that are offered without credit and which are not eligible for apportionment pursuant to Ed Code Section 84711. (See Ed Code Section 78020.) The curriculum approval process for courses in this category will be determined according to past practice and shall include consultation with departments of disciplines related to the subject matter of the proposed course content whenever possible.

12.02 ASSIGNMENT OF FACULTY TO CONTRACT EDUCATION CLASSES

- A. **Hiring Procedures — Credit and Non-Credit:** Faculty in all credit and non-credit contract education classes shall be selected and hired according to hiring procedures at SRJC, following the same procedures used to hire instructors for credit classes (Ed Code Section 78022).
- B. **Hiring Procedures — Not-for-Credit Classes:** Faculty for all not-for-credit classes shall be selected through consultation with departments of disciplines related to the subject matter of the proposed course content whenever possible.
- C. **Selection Procedures for Specific Assignment:** When making a selection of a faculty member for a specific assignment, the Contract Education Department shall request from the appropriate department the names of faculty members qualified and available to accept a contract education assignment. The Contract Education Department shall have the right to interview these faculty members to determine their suitability for the assignment and shall have the right to determine which faculty member receives the assignment.

- D. **Assignment Contingency:** A contract education assignment is contingent upon approval of the faculty member by the entity which has requested the services (public or private employer).
- E. **District Employee:** Faculty accepting contract education assignments are employed by the District, not by the contracting entity.

12.03 COMPENSATION OF FACULTY FOR CONTRACT EDUCATION ASSIGNMENT

- A. **Salary for Credit and Non-Credit Classes:** Faculty teaching credit and non-credit contract education classes shall be compensated in the same manner as comparable faculty in the regular, non-contract education program. (See Ed Code Section 78022b.)
- B. **Salary for Not-for-Credit Classes:** Faculty teaching not-for-credit classes shall be compensated in the same manner as faculty in the regular, non-contract education program if the course meets the same standards as a course in the credit curriculum (Ed Code Section 78022d).
- C. **Special Situations:** Faculty teaching not-for-credit classes which are not similar to and have no reasonable comparability to other classes offered at SRJC will be paid from the most appropriate salary schedule based on the type of assignment and the amount of preparation and assessment required.

12.04 EVALUATION OF FACULTY FOR CONTRACT EDUCATION ASSIGNMENT

- A. **Credit and Non-Credit Classes:** Faculty teaching in credit and non-credit contract education classes shall be evaluated according to the procedures used for the evaluation of faculty in the regular, non-contract education program (Ed Code Section 78022c). Evaluations shall be conducted by the department according to the evaluation provisions of this Contract. The employing entity may require their own evaluation if stipulated in the contract between the employing entity and the District.
- B. **Not-for-credit classes:** Faculty teaching not-for-credit contract education classes shall be evaluated according to procedures specified in the contract between the District and the public or private entity establishing the class or program (Ed Code Section 78022e).

12.05 WORKLOAD FOR CONTRACT EDUCATION ASSIGNMENT

- A. **Computation of Service for Classification as Regular Employee:** Non-apportionment generating faculty assignments for faculty employed shall not be included in computing the service required as a prerequisite to attainment of, or eligibility to, classification as a regular employee of a community college district unless such person has performed a contract education assignment for at least 75% of the number of days of the academic year of the SRJC District (132 days), and such person is subsequently employed as a contract employee in a faculty position (Ed Code Section 87470).

- B. **Non-Apportionment-Generating Assignment:** A contract education assignment that does not generate apportionment shall not count as workload in the District. (For example, if an adjunct faculty instructional load is 53% FTE, the addition of a 20% FTE non-apportionment generating contract education assignment will not affect the calculated load, which will remain at 53% FTE.)
- C. **Apportionment-Generating Assignment:** A contract education assignment that does generate apportionment shall count as load. (For example, if an adjunct faculty instructional load is 20% FTE and a contract education apportionment generating class of 20% FTE is assigned to that adjunct faculty member, the resulting load is 40% FTE.)
- D. **Regular Faculty Workload for Contract Education Assignment:** For a faculty member who has been employed in the educational programs of the District as a regular, probationary or temporary faculty member before being subsequently assigned a contract education load, contract education classes shall count as workload. The District has the right to restrict the number of these assignments offered to a regular, probationary or temporary faculty member. The regular, probationary or temporary faculty member may, by agreement with the District, have contract education assignments as part of their normal (100%) load.

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