

## **\*NEW ARTICLE\* ##: DUAL ENROLLMENT ASSIGNMENTS**

- ##.1** Full-time SMCCCD faculty and current SMCCCD part-time faculty have the right of first refusal for any SMCCCD courses taught at local high schools. Assignment offers must be made in accordance with this contract.
- ##.2** College courses taught at a high school for which high school students will receive both college and high school credit can only be taught by instructors who hold a valid California single-subject teaching credential.
- ##.2.1** If no current SMCCCD faculty member with appropriate credentials wants to teach a particular dual-enrollment course, then SMCCCD will follow the regular guidelines and/or procedures for hiring and/or selecting an instructor.
- ##.2.2** If the instructor selected is not a teacher at the high school in question, SMCCCD will employ them as a part-time faculty member.
- ##.2.3** If the instructor selected is a teacher at the high school in question, they will continue to be employed by the high school. The instructor must have Minimum Qualifications in the discipline. High school teachers teaching SMCCCD courses as part of dual-enrollment programs shall be evaluated according to SMCCCD adjunct faculty evaluation procedures. These teachers will not be entered on SMCCCD seniority lists.
- ##.3 Additional Duties and Time**
- ##.3.1** Faculty shall not be obligated to perform any duties that are not included in Appendix D, or to work on days that are outside the SMCCCD Academic Calendar.
- ##.3.2** Duties that are specific to the dual enrollment assignment or off-campus location, as well as their corresponding schedule and required time commitment, must be disclosed to the faculty member at the time the offer of off-campus assignment is made.
- ##.3.3** When unanticipated duties arise after acceptance of the assignment, the faculty member may choose to perform said duties, but is under no obligation to do so.

**##.3.4** If the faculty member chooses to perform any duties not included in Appendix D, or to work on days that are outside the SMCCCD Academic Calendar, they shall be paid as specified in ##.4.3. Some examples of these duties include, but are not limited to:

- A. Workdays outside the SMCCCD Academic Calendar;
- B. Orientation and training specific to dual enrollment;
- C. Opening, setting up, and closing of the off-campus facility;
- D. Meetings at the off-campus site, such as department meetings, back-to-school events, parent-teacher conferences, or liaising with faculty and administrators at the host institution in a dual enrollment program;
- E. Reviewing Individualized Education Programs (IEPs) and 504 plans; and modifying curriculum to ensure it is accessible to all students;
- F. Assessing students for readiness to enroll in college-level courses;
- G. Communicating with parents and families via phone, email, or other means, which requires that a FERPA waiver is executed prior to said communication;
- H. High-school specific reporting requirements.

## **##.4 Compensation**

**##.4.1** Each faculty member assigned to an off-campus location can choose whether they receive mileage reimbursement or District-provided transport for requisite commuting. This applies to transportation between a faculty member's primary college worksite to the off-campus worksite, between off-campus worksites, and from an off-campus worksite back to their primary college worksite. For such required commuting by faculty assigned to off-campus locations, the District will provide either:

- A. per-mile reimbursement at the current IRS rate for the faculty member's use of their own vehicle to transport themselves; or
- B. District-provided transport (for example, Uber or Lyft vouchers, District shuttle, etc.).

**##.4.2** For faculty assigned to off-campus locations, the District shall provide payment at the lecture rate for all time spent in transit from the primary college worksite to the off-campus worksite, between off-campus worksites, and from an off-campus worksite back to their primary college worksite.

**##.4.3** Faculty shall be paid at the lecture rate for actual hours spent on the duties discussed in ##.3.2, ##.3.3 and ##.3.4.

**##.4.4** Faculty who choose to attend Professional Development programs at the high school, or participate in trainings relevant to teaching high school students, shall be paid at the lecture rate for actual hours attended. Professional Development in this section is separate and distinct from Flex Day Obligations described in § 7.11.