

From: Eric Kaljumagi  
To: Bill Scroggins  
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RE: Exceptional Service Committee

We need to put the Exceptional Service Committee (FA Contract Article 10.O) into effect by developing and publishing the application and evaluation criteria. Joan and I will serve as the initial faculty appointees. Which two managers would you care to appoint?

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Learning Assistance / Mathematics

- 10.O. Temporary Reassigned Time for Exceptional Levels of Service to the College: For each fiscal year, the District shall provide a pool of 50 LHE, divisible into 1.0 LHE increments, to provide temporary reassigned time to professors who are engaged in exceptional levels of services that support the College, but whom are not otherwise receiving an adjustment in workload to reflect that effort. An LHE of reassigned time reflects an expectation of forty-two and two-thirds (42.67) hours of service. ( $15\text{LHE} = 40 \text{ hours/week} \times 16 \text{ weeks}$ , so  $1 \text{ LHE} = 40 \times 16/15 = 42.67 \text{ hours}$ )  
Assigned time from this pool may be awarded to faculty to perform projects that require faculty expertise. Such projects may include the exploration, development, or implementation of high-impact educational practices (Faculty Inquiry Groups), new program creation, and other service to the college that goes significantly beyond the normal expectation of all faculty. In addition, assigned time from this pool may be awarded to small scale proposals that would otherwise qualify for consideration under Article 16.K. (sabbaticals). No single project assigned time from this pool shall be awarded more than 9 LHE. In addition, the District agrees to allocate up to \$5,000 each year for supplies and equipment requested for these projects.
- 10.O.1. Application: Applications for temporary reassigned time shall be submitted to the faculty member's Division Dean, who will comment and forward the project proposal to the Instruction Office. Applications are due to the Division office by May 1st for projects to take place the following fall or winter terms and by December 1st for activities proposed for the following spring or summer terms. If equipment or supplies are needed, the lead faculty member shall get bids for the equipment/supplies and shall submit these bids with the application.
- 10.O.2. Evaluation: The applications shall be evaluated by the Exceptional Service Committee, which will consist of two managers selected by the College President and two faculty selected by the Faculty Association President. The Committee will forward their recommendation to the appropriate Vice President for the final approval.
- 10.O.3. Criteria: The Faculty Association and District shall mutually agree on and make public the criteria by which they evaluate the applications, and these criteria are subject to approval by both the Association and the District. Such criteria shall be written so as to prioritize applications from professors who have not recently been awarded temporary reassigned time. The criteria shall further be written so as to place at a reduced priority applications which last for more than one semester or continue or expand a recent activity or sabbatical project, unless the proposal has direct interaction with students.
- 10.O.4. Modification Prohibited: If approved, the application shall be followed without change.
- 10.O.5. Notification: The Instruction Office shall notify all applicants of their approval status (approved/not approved) prior to the start of the term in which the proposed activity is to be undertaken.
- 10.O.6. Limits: Load (LHE) earned by faculty under this section is subject to existing load limitations (10.P.1. and 10.P.4.).
- 10.O.7. Report: At the conclusion of the project, the faculty member(s) shall submit a report to the Faculty Association and the Instruction Office detailing the project and its results. The Instruction Office will publicize the reports to the college campus.