<u>PROCEDURES MEMORANDUM</u>

TO: MCC Staff

FROM: Office of Academic Affairs

SUBJECT: Non-Teaching Assignment Guidelines

DATE: July 18, 2022

PURPOSE: To establish a uniform set of guidelines for assigning non-teaching duties to MCC faculty.

SCOPE: These guidelines apply to all full and part time faculty non-teaching assignments and could be assigned as part of an instructor's contractual course load (in load) or as an extra pay assignment, although an extra pay assignment is preferable to in-load. Non-teaching assignments may be assigned to full or part time faculty as determined by the appropriate academic dean. All non-teaching assignments require approval from the Vice President for Academic Affairs (VPAA).

GENERAL PRINCIPLES:

While each academic area has varying needs related to special projects, administrative oversight, and program coordination, deans may assign non-teaching assignments to full time and part time faculty to meet those needs. Other administrators in the College may also grant non-teaching assignments, but these are rare.

1. <u>Non-Teaching Duties Considerations:</u>

    When assigning non-teaching duties to faculty, consider:

    A. Existing faculty workload and capacity to take on an extra assignment.
    B. Content expertise in the area of need.
    C. Ability and motivation to complete the assignment.
    D. Ability to collaborate effectively with colleagues.
    E. Non-teaching assignments should be assigned outside of the 35 hour academic work week unless assigned in-load. Extra pay assignments, however, are preferred.
    F. Expectations and deliverables must be made clear.
    G. Full time faculty shall not be assigned supervisory responsibility over other full time faculty, per Board of Governors Policy 60104
    H. Non-teaching assignments should be considered short-term and non-permanent.

        1) Assignments should be considered for one term only. Rationale must be provided when reassigning the same role for a consecutive term.

2) Deans must use the non-teaching assignment form to track non-teaching assignments.

I. Non-teaching assignments, within the academic quarter, should be limited so that faculty prioritize teaching as their primary role.

J. Part time faculty teaching and non-teaching assignments must adhere to current limits.

K. Scheduled progress checks/reviews shall be completed regularly (at least annually). These reviews should be separate from the annual faculty performance appraisal.

L. Consistent with Board of Governors Policy 60604, quarterly faculty load may not exceed 27 ECH.

2. Types of Assignments

A. Level One Coordinators: Program Director, Department or Division Coordinator, Math Center Coordinator, Writing Center Coordinator, Online/Hybrid Lead (Programs generating 10,000 Student Credit Hours (SCH) or more per year).

1) Involves significant accreditation coordination and/or day-to-day program operations (excluding supervision), scheduling and staffing coordination, screening of adjunct faculty applications, significant budget recommendations for specialized instructional equipment, program review and outcomes assessment efforts, advisory committee meeting planning/coordination as needed, and program/department/division meeting planning and coordination. Reviews course outlines and syllabi to ensure consistency. Facilitates curriculum development. Facilitates textbook selection recommendations and textbook review. Assists in mentoring of new faculty.

2) Compensation up to 4.5 part time Equivalent Credit Hours load assignment (ECH) per quarter or equivalent stipend amount, unless otherwise indicated by accrediting body.

3) Anticipated weekly time commitment of 9-10 hours.

4) Term of up to three years. Terms may be renewed, but should be limited.

B. Level Two Coordinators: Program Coordinator, Subject Facilitator, Online/Hybrid Lead (Programs generating up to 9999 SCH per year)

1) Involves coordination of day-to-day program operations (excluding supervision), scheduling and staffing coordination, screening of adjunct faculty applications, significant budget recommendations for specialized instructional equipment, program review and outcomes assessment, advisory committee meeting planning and facilitation as needed, quarterly program meeting planning and facilitation. Reviews course outlines and syllabi to ensure consistency. Assists in textbook selection and review. Assists in mentoring new faculty.

2) Compensation of up to 4.5 PT ECH per year, or equivalent stipend amount.

3) Anticipated weekly time commitment of 2-4 hours.

4) Term of up to three years. Terms may be renewed, but should be limited.

C. Level Three Coordinators: Club Sponsor, SkillsUSA Mentor

1) Club sponsors work with students in an academic program or prefix to develop a student organization, assist with fundraising, and help organize regular meetings and activities for the student group. The student organization must meet the criteria set by Student Affairs to be a recognized student organization.

2) SkillsUSA mentors work with students to prepare for state and national SkillsUSA competitions. Must be willing to attend the state and national (if necessary) conferences.

3) Compensation of up to 1-2 PT ECH per year or equivalent stipend amount.

4) Anticipated weekly time commitment 1-2 hours per week.

5) Term of up to three years. Terms may be renewed, but should be limited.

D. Curriculum Development

1) Develops and implements a new course or makes significant revisions/enhancements to an existing course. Must obtain pre-approval from appropriate academic dean and the Office of the Vice President for Academic Affairs (VPAA). Course development must include the following: research need, develop course outline and syllabus, develop presentation materials and learning materials, and develop a test bank. Course must be made ready to teach in all modalities and make use of the College's current Learning Management System (LMS). Deliverables must meet MCC design standards and will include: course shell for use in current LMS, course outline and syllabus, presentation materials and learning activities, measurable learning outcomes, and assignments. A test bank may also be required.

2) Significant revision is defined as course revisions above and beyond routine updating, where at least 50% of course content must be changed to address new industry trends, technology updates, new discoveries, or new information. A change of textbook edition, for example, does not normally constitute significant course revision.

3) Course(s) must be developed with and reviewed and approved by the Academic Affairs Curriculum and Instruction Team (C and I Team).

4) Compensation of up to $500 (for course revision) and up to $1500 (for new course development).

5) Anticipated weekly time commitment 2-6 hours per week for 11 weeks.

6) Term of one quarter per course development.

E. Jumpstart

1) Develops and implements an existing course for use online. Deliverables include all course materials in the course shell for use on current LMS.

2) Online courses must be developed in collaboration with and reviewed and approved by the Academic Affairs Curriculum and Instruction Team, as well as Instructional Design Services (IDS).

3) Compensation of up to $500 stipend

4) Note: If undergoing revision, an existing course, that has been offered online, is not eligible for jumpstart. It is expected that the instructor will be compensated appropriately under section "D" Curriculum Development.

5) Anticipated weekly time commitment up to one hour per week for 11 weeks.

6) Term of one quarter per jumpstart.

F. Mentoring

1) Must occur in collaboration with the Academic Affairs Curriculum and Instruction Office: assists to onboard new faculty to MCC or support faculty new to teaching in a different modality. Activities include but are not limited to, course design online, working in the LMS, course activities, MCC culture, working with challenging students, and more.

2) Compensation of up to $500 stipend.

3) Anticipated weekly time commitment up to two hours per week for 11 weeks.

4) Length of assignment is one quarter.

G. Other

1) Other non-teaching assignments, not covered elsewhere in this document, must be initiated by the appropriate academic dean and approved by the Vice President for Academic Affairs.

2) Other assignments include Institute for Cultural Connections (ICC) team, and event planning (Ex. Performance, Gallery opening, conference planning, Metro Trades Invitational).

        3) Compensation is variable based on anticipated time on task and depth of work.

        4) Compensation and terms are variable:
           a) ICC terms are up to 3 years. Terms may be renewed, but should be limited.

3. <u>Considerations</u>

A. Non-teaching assignments are not subject to collective bargaining or otherwise covered under the faculty collective bargaining agreement.
B. Non-teaching assignments are typically assigned as extra pay assignments as opposed to part of faculty teaching load, although there are allowable exceptions (Ex. Accreditation requirements).
C. Reassignment of a non-teaching assignment from one instructor to another shall not, in and of itself, be grounds for a faculty grievance.
D. Non-teaching assignments up to and including those with titles such as "Program Director" shall not be construed as position classifications or part of the organizational structure of MCC. Faculty assigned non-teaching assignments remain classified as faculty.
E. The most essential job function of all faculty is teaching courses in all learning modalities and staying current in their program of study.

NOTE: In addition to the types of non-teaching assignments described in this document, other non-teaching assignments may be assigned in a manner consistent with what is described herein. While every effort has been made to generate a comprehensive list of possible non-teaching assignments in section 2 of this procedures memorandum, it is by no means exhaustive.

Adopted 03/04/2021; Reviewed but no changes 7/18/22