

CHANCELLOR'S CLARIFICATION

08-03

September 19, 2008

The Chancellor's Clarifications are presented as a series of explanations and reminders to ACC employees, vendors, students and others affiliated with our colleges regarding board policies and administrative procedures and their implementation. Please retain these clarifications as a quick guide to ACC policies and procedures. As always, please let me know if you have further questions or recommendations for improvement.

TOPIC: ADJUNCT TEACHING LOAD AND PAY GUIDELINES

PURPOSE:

To provide guidance on adjunct faculty teaching load and pay procedures.

ACC SHARED VALUES: Integrity, Accountability

SCOPE:

All ACC employees who make decisions about adjunct faculty teaching and pay assignments.

CLARIFICATION

The ACC is committed to integrity and fairness in all pay, benefits and employment practices. Tenure-track and adjunct faculty salary schedules and compensation guidelines are published on the website and binding on all managers and colleges to ensure that all such assignments are made in compliance with state and federal law and ACC policies. If you have any questions about adjunct pay and benefits requirements, contact the Employee Services department before making faculty load and pay assignments.

The point at which an adjunct faculty member's teaching load makes him/her eligible for additional pay and benefits is defined by ACC policy. No one at any organizational level, whether a Chair, Program Director, Dean, Vice President or President may make this determination independently of published district-wide requirements. In addition, no administrator at any level is authorized to ask, or cause another employee to ask, an employee or candidate to take part in an agreement that would restrict his/her right to full payment and benefits for services rendered or to be rendered, or any other agreement that has not been reviewed and approved in writing in advance by the Associate Vice Chancellor for Employee Services.

If any such agreements exist in your department or college, or if you become aware of any unauthorized or questionable pay, benefits or employment practices, you shall immediately notify the Associate Chancellor for Employee Services. Because of the importance of this issue to the adjunct faculty on whom ACCD relies to deliver high-quality instruction to so many of our students, "immediately" means no more than three business days after the administrator discovers the nonstandard pay or benefits.

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College administrators who delegate to departmental secretaries or other administrative personnel the "loading" of adjunct faculty teaching assignments and compensation and benefits information into college and district IT systems shall be responsible for any nonstandard entries caused by people reporting to them.

CONSEQUENCES: Employees who violate ACC policies, regulations, Code of Conduct or guidelines (such as the Chancellor's Clarifications) are subject to disciplinary action up to and including termination.

APPLICABLE LAWS, POLICIES AND CODES:

STATE LAW:

Education Code 51.908 Faculty Compensation Policies

Education Code 51.948 Renewal of Faculty Employment Contracts

ACC POLICIES:

DDA(LOCAL) - Contract and At-Will Employment: Term Contracts

DE(LOCAL) – Compensation and Benefits: Faculty Salaries

ACC ETHICS HANDBOOK:

"Adherence to Law and ACCD Policies", p. 8

APPROVED:



Dr. Bruce H. Leslie, Chancellor