

MEMORANDUM OF UNDERSTANDING

By and Between Shoreline Community College and the
Shoreline Community College Federation of Teachers

Regarding the Faculty Program Coordinator Pay Scale (Appendix A.IX)

This memo confirms the following understanding and commitment made between Shoreline Community College ("College") and the Shoreline Community College Federation of Teachers ("Federation") regarding the Faculty Program Coordinator Pay Scale.

Compensable duties and compensation for responsibilities outside of faculty job descriptions are listed in the CBA in Appendix A Article IX: Faculty Program Coordinators Sections A & B. As stated in Article XXIII. B.5, "The Faculty Program Coordinator will be appointed by the Unit Administrator, in consultation with discipline faculty. Acceptance of Faculty Program Coordinator's responsibilities shall be optional and no faculty shall be required to accept the program coordinator's position regardless of compensation or availability."

Compensation can take various forms based on complexity, as per Appendix A Article IX. Section A:

- a. Stipend – the same rate for all;*
- b. Release Time – Administrative work should be on release time;*
- c. Extended Days – For directors, librarians, advisors, counselors and all other faculty for whom classroom instruction is not their primary duties and responsibilities.*
- d. Hourly rate – \$42 or current hourly rate.*

Levels of complexity can be assessed using the following factors and others as determined by unit administrators in consultation with affected faculty:

- Number of sections*
- Number of faculty*
- Coordination with other departments*
- Coordination of lecture/lab sequences*
- Changing patterns and sequences of course offerings*
- Coordination with outside entities*
- Volume of student inquiries fielded by the FPC*
- Responsibility for equipment management and other supplies*
- Number of required consultations to support hiring, observing and mentoring associate faculty*
- Responsibilities for writing and managing grants*
- Responsibilities related to meeting accreditation and licensing requirements*

General guidelines for levels of compensation:

Release time/Extended Days: *Highly complex, regularly occurring, essential for student success, necessary for accreditation, necessitates a job description and position search.*

- Release time for fulltime faculty will be a fraction of the fulltime contact load as defined in Article VII. Section D: Specific Workload Conditions.*
- Duties that are expected to be performed will be commensurate with the release time.*
- Generally release time will not be offered for assignments less than 25% load.*

Stipend compensation/Extended Days: Stipends shall be offered for moderately complex ad hoc administrative duties essential for ongoing operations of the department/program. These duties may vary from quarter-to-quarter. Generally stipends will be offered for assignments less than 25%.

Hourly Rate: The hourly rate shall be offered for minimally complex administrative duties that may vary quarter-to-quarter, but are essential for ongoing operations of the department/program.

The Faculty Program Coordinator role can be distributed across multiple individuals with compensation for each individual.


Methodology for calculating release time:

172	Contractual days
11	4 days for opening week, 1 for the day of learning, and 6 for undesignated days
161	Contractual days in a year that are instructional
3	Number of quarters in the year
53.66667	# of contractual days per quarter
7	Number of hours in the day
375.6667	Number of hours worked per quarter
73.6%	% of time spent on instructional duties
276.4907	Number of instructional hours worked per quarter
0.333333	Release time
92.16356	Time owed for 1/3 release


The Parties agreed upon the above approach for the purposes of arriving at nominal hours for release time. This method yields approximately 92 hours for 1/3 release time.

The document represents an agreement between the College and the Federation regarding the scale, scope and methodology of how Faculty Program Coordinators compensation will be determined. The Parties agree to memorialize this agreement in an MOU.

For the Federation:

By:  7/23/18
DuValle Daniel Date
SCCFT Local 1950 President

For the College:

By:  7/23/18
Dr. Guy Hamilton Date
Vice President, Student Learning