

Index

A

Academic Calendar.....	71
Academic Freedom	177
Academic Rank	199
Academic Senates.....	173
Adjunct Faculty	
Counselor Work Day/Definitions.....	47
Denying Load Based on Performance Review.....	57
Health/Medical and Dental Insurance Contribution.....	21
Health Insurance Request Form.....	Appendix C 253
Joint District Medical Insurance Program.....	26
Leaves With Pay.....	125
Office Hour Program	58
Office Hour Program Form.....	Appendix C 253
Performance Review Forms.....	Appendix C 253
Performance Review Process.....	98
Preference	52
Professional Expectations.....	145
Salary Schedules	2139-243
Area Workload Committee	38
Assignment Schedule	67
Athletic Coaches	
Performance Review Form	Appendix C 253
Performance Review Professional Responsibilities	81
Professional Expectations.....	145
Salary Schedule (Adjunct)	242
Salary Schedule (Full-Time).....	239
Stipends.....	3
Stipend Schedule.....	221

B

Bereavement Leave.....	134
------------------------	-----

C

Catastrophic Sick Leave, Paid.....	136
Chancellor's Cabinet	169
Classroom Faculty	
Office Hours – Adjunct Faculty.....	58
Office Hours – Adjunct Faculty (Online)	59
Office Hours – Full-Time Faculty.....	39
Office Hours – Full-Time Faculty (Online).....	40
Performance Review Form	Appendix C 253
Performance Review Professional Responsibilities	74
Professional Expectations.....	145
Salary Schedule (Adjunct)	242

Salary Schedule (Full-Time)	240
Work Week	43
Work Year	43
College Faculty Workload Committee.....	42
College Service	37
Committees	
Area Workload Committee.....	43
College Educational Technology Committee	203
College Faculty Workload Committee.....	42
Counselor Program Committee	48
District Safety Committee	183
Faculty Professional Development Opportunities Study Committee	157
Joint Committee on the Impact of Technology	203
Location Safety Committee.....	183
LRCCD Educational Technology Committee.....	203
Paid Health Leave Committee.....	137
Workload Study Committee.....	60
Complaints	
Discrimination Complaint Procedures	206
Student Grievances (Formal).....	207
Student Grievances (General, Non-Formal).....	207
Conference and Meeting Attendance	145
Conference / Travel Funds	145
Contracting for Instructional Services	197
Coordinator Faculty	
Performance Review Form	Appendix C 253
Performance Review Professional Responsibilities.....	78
Professional Expectations	145
Salary Schedule (Adjunct).....	243
Salary Schedule (Full-Time)	240
Work Day.....	49
Work Week	50
Work Year	42
Counselor Faculty	
Counselor Program Committee	50
Performance Review Form	Appendix C 253
Performance Review Professional Responsibilities.....	75
Professional Office Time (Adjunct).....	52
Office Time (Full-Time).....	48
Professional Expectations	145
Salary Schedule (Adjunct).....	243
Salary Schedule (Full-Time)	241
Student Contact Time	47
Work Day.....	47
Work Year	47
Counselor Staffing Levels	51
Course Assignments	41
Copyright	
Ownership	210
Permitted Uses	210
Responsibilities	213

Critical Illness Leave	134
------------------------------	-----

D

Definitions	
Absence.....	126
Academic Senate President (<i>as defined for Performance Review</i>)	74
Academic Year (<i>as defined for Performance Review</i>)	74
Adjunct Assistant Professor	199
Adjunct Faculty Member	8, 57
Adjunct Professor	199
Administrative Officer (<i>as defined for Leaves with Pay</i>).....	126
Approved Course Outline (<i>as defined for Performance Review</i>).....	74
Assignment	61
Assistant Professor.....	199
Associate Professor.....	199
Authorized Absence.....	126
Categorically Funded Temporary Faculty Member	9
College Service.....	37
Course Syllabus / Syllabi (<i>as defined for Performance Review</i>)	74
Coverage (<i>as defined for Counselor Work Day</i>)	48
Distance Education (<i>as defined for Educational Technology</i>).....	201
Distance Education in Asynchronous Mode (<i>as defined for Educational Technology</i>).....	201
Distance Instruction (<i>as defined for Educational Technology</i>)	201
District Support (<i>as defined for Educational Technology</i>)	202
Faculty or Faculty Member (<i>as defined for Performance Review</i>)	74
Faculty Member (<i>as defined for Educational Technology</i>).....	202
Formula Hours	38
Formula Hours – Work Experience Faculty.....	40
Grievance	161
Immediate Family	126
Industrial Accident or Illness	126
Instructional Materials (<i>as defined for Educational Technology</i>).....	202
Instructional Modes, Classroom.....	37
Instructional Modes, Non-Classroom.....	37
Instructional Technology Material (<i>as defined for Educational Technology</i>)	201
Intellectual Property (<i>as defined for Educational Technology</i>).....	201
Invention (<i>as defined for Educational Technology</i>).....	202
Invention For Hire (<i>as defined for Educational Technology</i>).....	202
License (<i>as defined for Intellectual Property</i>)	209
Long-Term Temporary Faculty Member	8
Overload Assignment.....	51
Part-Time Tenured Faculty Member	8
Partial Assignments.....	61
Professional Development/Office Time (Counselor).....	47
Professional Office Time (Adjunct Counselor).....	52
Professor.....	199
Reassignment	61
Reduction in Force.....	61
Regular Faculty Member	8
Seniority	61
Participatory Governance	169
Student Contact Time (<i>as defined for Counselor Work Day</i>).....	47

Substantial Support (<i>as defined for Intellectual Property</i>).....	209
Transfer.....	61
Works (<i>as defined for Educational Technology</i>).....	201
Work Day – Coordinator, Nurse, Librarian.....	49
Work Day – Counselor	47
Work For Hire (<i>as defined for Educational Technology</i>).....	202
Work Location.....	61
Work Week – Classroom Faculty	43
Work Week – Coordinator, Librarian, Nurse.....	49
Work Year – Classroom Faculty.....	42
Work Year – Counselor, Coordinator, Nurse.....	47
Work Year – Librarian.....	47
Works (<i>as defined for Intellectual Property</i>).....	209
Dental Insurance (see Health/Medical/Dental Insurance)	
Department Chair	
Elections/Recalls/Vacancies.....	6
Feedback Form – Counseling Departments	Appendix C 253
Feedback Form – Instructional Departments.....	Appendix C 253
Meeting with Area Dean.....	6
Point System Criteria.....	261
Responsibilities.....	4
Stipend	3
Stipend Schedule.....	233
Dependent Care Assistance Program	34
Disability Income Protection	28
Discipline	206
Discrimination Complaints.....	206
Dispute Resolution	163
Dispute Resolution – Intellectual Property.....	214
Distance Education	203
Distance Education Teaching Limits.....	44
District Appeals Committee (Safety)	190
District Safety Committee	190
E	
Employee Categories.....	8
Exchange Teaching	156
F	
Faculty Service Area, Petition for Additional	Appendix C 253
Faculty Service Areas / Competencies	175
Fair Share (Agency) Fee	183
Federation Rights.....	181
Access to Facilities.....	181
Access to Information.....	181
Membership / Representative Meetings	182
Release Time for Federation Activities.....	181
Flex Days.....	42
Flexible Spending Account	34

Forms.....	Appendix C 253
Formula Hours	38
Formula Hours – Work Experience Faculty.....	40
Fringe Benefits	23

G

Glossary.....	265
Grievances.....	161

H

Health/Medical and Dental Insurance.....	23
Dependent Care Assistance Program	34
Disability Income Protection	28
District Contributions – Adjunct Faculty	23
District Contributions – Tenured and Tenure-Track Faculty.....	23
Flexible Spending Account	34
Health Care Benefit for Retirees.....	29
Joint District Medical Insurance Program	26
Life Insurance.....	35
Premium Only Plan.....	34

I

Industrial Accident and Illness Leave	132
Instructional Assistants, Use of	39
Intellectual Property	201

J

Judicial Appearance Leave.....	135
Jury Duty Leave	134
Just Cause.....	205

L

Leaves With Pay.....	125
Bereavement Leave.....	136
Catastrophic Sick Leave, Paid.....	134
Critical Illness Leave	134
Health Leave.....	131
Immediate Family Definition	126
Industrial Accident and Illness	132
Judicial Appearance Leave	135
Jury Duty Leave	135
Personal Business Leave	135
Personal Necessity Leave	131
Quarantine Leave.....	135
Short Term Military Leave.....	135
Sick Leave	127
Sick Leave for Maternity/Paternity Leave	129
Leaves Without Pay	141
Librarians	
Performance Review Professional Responsibilities.....	76

Professional Expectations	145
Salary Schedule (Adjunct)	243
Salary Schedule (Full-Time).....	240
Work Day	49
Work Week.....	50
Work Year	42
Life Insurance.....	35
Load Balancing – Classroom Faculty	41
Location Safety Committees.....	190
Location Safety Officer.....	189
Long-Term Temporary Faculty Defined	8
Leaves with Pay.....	125
Performance Review.....	107
Lower Division Units, Class Advancement	17

M

Management Rights	185
Maternity / Paternity Leave Use of Sick Leave.....	129
Use of Type C Leave.....	130, 1352
Medical Insurance (see Health/Medical/Dental Insurance)	
Military Leave (Short-Term)	137
Military Leave (Long-Term)	143

N

No Strike Clause.....	193
Non-Discrimination.....	179
Nurse Faculty Performance Review Professional Responsibilities	77
Professional Expectations	145
Salary Schedule (Adjunct)	239
Salary Schedule (Full-Time).....	239
Work Day	49
Work Week.....	50
Work Year	42

O

Office Hours Adjunct, Classroom Faculty.....	58	
Adjunct, Classroom Faculty (Online).....	58	
Adjunct Faculty Office Hour Program Interest Form	Appendix C 253 Full- Time, Classroom Faculty	43
Full-Time, Classroom Faculty (Online)	44	
Online Teaching Limits.....	44	
Organizational Security.....	183	
Overload Assignments	51	
Oversize Classes	39	

P

Partial Assignments 61

Participatory Governance 169

Paternity Leave (see Maternity/Paternity Leave)

Performance Review..... 73

Adjunct Faculty 98

Adjunct Load Denial Based on Performance Review..... 54

Categorically Funded Faculty 107

Confidentiality..... 83

Forms Appendix C 253

Long-Term Temporary Faculty 107

Online Instruction 106

Professional Responsibilities – Athletic Coaches 81

Professional Responsibilities – Classroom Faculty..... 74

Professional Responsibilities – Coordinators 78

Professional Responsibilities – Counselors 75

Professional Responsibilities – Librarians 76

Professional Responsibilities – Nurses 77

Self-Study Format, Adjunct Faculty 257

Self-Study Format, Tenure and Tenure-Track Faculty..... 255

Special Circumstances 120

Reassignment Performance Review..... 120

Special Performance Review..... 122

Tenure-Track Faculty 83

Tenured Faculty 90

Timelines..... 83

Personal Business Leave 135

Personal Necessity Leave 131

Personnel Files 159

Materials Placed in Personnel File 159

Reproduction of Personnel File 160

Viewing..... 159

Pre-Retirement Program 33

Preference, Hiring – Adjunct Faculty 52

Premium Only Plan..... 34

Professional Autonomy 177

Professional Development Leaves..... 146

Chart 255

Sabbatical / Professional Development Application Form Appendix C 253

Type A..... 146

Earnings During Type A Leave..... 151

Type B 146

Type C 152

Use of Type C Leave for Maternity / Paternity..... 130, 135

Type D 154

Type E 155

Professional Development Opportunities Study Committee 157

Professional Development/Office Time (Full-Time Counselors) 48

Professional Expectations..... 145

Professional Protections..... 177

Professional Office Time (Adjunct Counselors).....	52
Q	
Quarantine Leave.....	133
R	
Ratification / Duration	215
Reassignment	
Involuntary	61
Voluntary	61
Recall Rights	65
Reduction in Force.....	65
Repayment of Money Owed to District	20
Resignations.....	67
Retiree Health Care	28
Retirement	
Health Benefits.....	28
Workload Program	33
Rights of Return	65
S	
Sabbaticals (see Professional Development Leaves)	
Safety.....	187
District Appeals Committee	190
District Safety Committee	190
District-Wide Commitment	187
Location Safety Committee.....	188
Location Safety Officer.....	190
Student Removal from Class	187
Threat to Faculty Member(s) and/or Institution(s).....	188
Salaries.....	3
Class Adjustments – Schedule A and B.....	19
Class Advancement for Lower Division Units.....	19
Initial Class Placement – Salary Schedule A and B.....	14
Initial Class Placement for Career and Technology Faculty.....	15
Initial Payroll Check	11
Longevity Service	19
Pay Periods	10
Step Placement and Advancement on Salary Schedule A.....	11
Step Placement and Advancement on Salary Schedule B.....	13
Salary Schedules	
A-164 (Classroom Faculty).....	239
A-164 (Librarians)	240
A-174 (Coordinator, Counselor, Nurse)	241
B-1 (Classroom Faculty – Adjunct)	242
B-2 (Coordinator, Counselor, Nurse – Adjunct)	243
B-3 (Librarian – Adjunct)	243
Savings Clause.....	193
Seniority	65, 67

Shared Governance(see Participatory Governance)	169
Sick Leave	127
Sick Leave for Maternity/Paternity Leave	129
Special Project Payment.....	8
Special Teaching Conditions.....	39
Staffing Levels / Schedules / Overloads	41
Stipend	3
Athletics	3
Department Chair	3
Faculty Stipend Evaluation Criteria Form	Appendix C 253
Performing Arts	3
Stipend Schedules	
Athletics	232
Department Chair	233
Performing Arts	234
Student Complaints – General, Non-Formal.....	207
Student Grievance (Formal Complaint).....	207
Student Removal from Class	187
Summer Term – Applicable Articles	219

T

Team Teaching.....	39
Threat to Faculty Member.....	188
Transfer – Involuntary.....	64
Transfer – Voluntary.....	62
Transfer Form, Request for	Appendix C 253
Travel/Conference Funds.....	145
Travel Authorization and Reimbursement Claim Form	Appendix C 253

U

Use of Instructional Assistants	39
---------------------------------------	----

W

Work Day Coordinator, Nurse, Librarian.....	49
Counselor.....	47

Work Week	
Classroom Faculty.....	43
Coordinator, Librarian, Nurse.....	50
Work Year	
Classroom Faculty.....	42
Non-Classroom Faculty (Counselor, Coordinator, Nurse).....	47
Non-Classroom Faculty (Librarian).....	47
Workload Study Committee.....	54