

Summary: CBA between PHCC and PHCC Federation of Teachers

Applicable July 1, 2022, through June 30, 2026

- **Adjunct Faculty Classifications and Credit Loads**

- *First-Semester Adjunct*

- A newly hired adjunct faculty member at PHCC
- May be assigned to teach up to 8 credit hour equivalents (CHE)
- Under extenuating circumstances and for classes or programs that the College has a difficult time finding qualified adjuncts, exceptions to the credit limit may be approved by the Chief Academic Officer (CAO) or designee for up to 12 CHE.
- If the First Semester Adjunct receives a satisfactory evaluation by the College in his/her first semester teaching at the College, the First Semester Adjunct will advance to Level 1 Adjunct.
- If the First Semester Adjunct receives a satisfactory evaluation, the College will either choose to terminate the adjunct or the adjunct will retain the First Semester Adjunct designation until he/she has a satisfactory performance evaluation.

- *Level 1 Adjunct*

- An adjunct who has taught 59 or less credit hours or has less than 10 years of teaching experience at the College
- May be assigned to teach up to 12 CHE per semester.

- *Level 2 Adjunct*

- An adjunct who has seniority rights, as they have taught 60 or more credit hours or have 10 or more years of teaching experience at the College with satisfactory evaluations.
 - A Level 2 Adjunct's seniority date is his/her first instructional day of the academic term following attainment of 60 or more credits or 10 or more years of teaching at the College
 - Seniority rights for Level 2 Adjunct faculty apply for the first 8 CHE and for no more than two available classes.
- May be assigned to teach up to 12 CHE per semester

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- **Assignment of Classes**

- Faculty will only be assigned to teach courses they are qualified to teach. The deadline for accepting class assignment requests will be determined by the CAO or designee.
- Assignment of Credit Classes will be assigned in the following order for each academic term:
 - Full-Time Faculty – Normal Load
 - Full-Time Faculty – Overload
 - Adjunct Faculty – Level 2 and Level 1
 - Level 2: Seniority rights for first two classes, up to 8 CHE
 - Full-Time Faculty – Additional Overload
 - Adjunct Faculty (Additional Credits) & College Administrative Staff
 - Newly hired First Semester Adjunct
- Caveats
 - Full-time faculty will be allowed to acquire an assigned class from a less senior full-time faculty member or any adjunct faculty member if the assigned class of a full-time faculty member was cancelled or changed to an independent study.
 - Level 2 Adjunct faculty may acquire assigned classes from a Level 1 Adjunct faculty or administrative or staff employees if a class is cancelled or changed to an independent study (for only up to 8 CHE)

- **Evaluation of Adjunct Faculty**

- Adjunct faculty will be evaluated by an Academic Affairs administrator with teaching experience, using College-approved course evaluation processes and forms. The administrator will:
 - Perform at least one scheduled or unscheduled classroom observation for face-to-face courses
 - Perform at least one scheduled or unscheduled observation of a virtual session for virtual courses
 - Review the content of an online course at any time, and
 - Review all student evaluations for all classes.
- Level 2, Level 1, and First-Semester Adjuncts will be evaluated by students in each class each semester.
- First-Semester Adjuncts will be evaluated each semester.

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- Level 1 Adjunct faculty will be regularly evaluated, with more emphasis placed on those Level 1 adjuncts with less teaching experience, those who may have performance issues or at the request of Faculty Division Chairs or Program Coordinators.
- Level 2 Adjunct faculty may be evaluated, with more emphasis placed on those Level 1 adjuncts with less teaching experience, those who may have performance issues or at the request of Faculty Division Chairs or Program Coordinators. The date and time of a classroom observation shall be decided in advance by mutual agreement between the Administrator and the Level 2 Adjunct.
- **Leave**
 - If any adjunct faculty member cancels a scheduled teaching class session, he/she must call or email the CAO or his/her designee as soon as possible before class begins. If possible, the adjunct faculty member may suggest a substitute instructor to cover his/her absence to the CAO or the designee, however, emergency leave time or pay reduction will still be charged to that adjunct faculty member unless bereavement leave, jury duty leave, military leave or FMLA is used.
- **Dress Code**
 - Faculty are exempt from the College's Dress Code Policy. However, faculty are encouraged to wear business casual attire that is presentable, clean and without holes.
- **Faculty Parking**
 - At the Richland campus, the College will provide eight parking spaces for faculty in the designed employee parking lot.
- **Current and Future Adjunct Teaching Rates**
 - 2022-2023 Academic Year: \$755/CHE (current)
 - 2023-2024 Academic Year: \$765/CHE
 - 2024-2025 Academic Year: \$780/CHE
 - 2025-2026 Academic Year: \$800/CHE

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- *Additional Compensation Items*
 - Independent Study (Class with 3 or fewer students)
 - Classes worth 1-3 credits: 1 CHE
 - Classes worth 4 or more credits: 2 CHE
 - Substitute Teaching (day-to-day substitutions only): \$50/hour