



- ID name tags with the conference logo on it (plus date and name of event)

- Programs/agenda schedules that contain your name if you are a speaker or submitted a paper.
- A copy of a published paper
- For Zoom workshops, a photograph of you in attendance and send a copy of the zoom meeting invitation.

Associate (Part-Time) Faculty Documents

Associate faculty can claim up to 3.00 hours each compensation for professional development, course level and/or program level assessment projects and equity-related professional development per academic year for a total of 9.00 hours. Page 29 in the 21/24 Faculty agreement handbook. The FLEX administrator doesn't have any access to view the status of submission. The turn-around time for payment from RCCD is about 60 days.

In an effort to simplify the process for payment of Professional Development Hours for Associate Faculty as laid out in the contract, RCCD has streamlined the process through Adobe Sign.

Following is an outline of the major changes:

- The new process will be routed through Adobe Sign. Etrieve will no longer be used for this purpose.
- Your Instructional Department Specialist (IDS) will initiate and facilitate the process.
- To start the reporting process, an Associate Faculty will contact their assigned IDS who will initiate the process in Adobe Sign.
 - As soon as it's started, you will receive an email from Adobe Sign for you to fill in the hours/details and digitally sign.
- Only Department Chairs will approve the PD hours, which will then be routed to Payroll for payment processing.

If you have any questions, please contact your IDS



AGREEMENT

between

RIVERSIDE COMMUNITY COLLEGE DISTRICT

and

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FACULTY ASSOCIATION

CCA/CTA/NEA

2021-2024

2. Associate faculty may not exceed 0.6700 FTE in any term (fall, winter, spring, summer) and may not exceed 1.34 FTE in an academic year (excluding winter and summer) subject to interpretation of the California Education Code and Title 5 Regulations. Under special circumstances exceptions can be provided on an individual case basis with Association and College President approval. Service as a substitute on a day-to-day basis and service in professional ancillary activities including, but not necessarily limited to, governance, institutional service, staff development, grant writing, special projects, and advising student organizations shall not be considered part of associate faculty load in accordance with Education Code 87482.5.
3. The District honors its commitment to associate faculty. After the start of a semester, if an associate faculty member has a class cancelled or reassigned to a full-time faculty member in the case of special circumstances as determined in consultation with the College president or designee, faculty member, and the Association, the associate faculty member shall be compensated for the hours that they provided instruction and/or for the first week of instruction, whichever is greater, and will receive compensation for one additional hour for each unit of the course at the lab rate for Group 1, Step 1 of the Faculty Hourly Salary Schedule (Appendix B).
4. The College Professional Development Committee in consultation with the College administration will identify orientation, training, and workshop or professional development opportunities that are available for associate faculty compensation. A total of three (3) hours compensation may be submitted for payment annually at Group 1, Step 1 of the Faculty Hourly Salary Schedule (Appendix B).
5. To facilitate associate faculty participation in discipline-directed assessment training, course level and/or program level assessment projects, the District will offer three (3) hours of compensation annually at Group 1, Step 1 of the Faculty Hourly Salary Schedule (Appendix B). Participating associate faculty will submit to their respective College Professional Development Committee a self-reflective narrative identifying the application of knowledge resulting from their participation in the three (3) hours of assessment related professional development activities. The results of an individual faculty member's assessment shall not be used as a criterion of evaluation.
6. To facilitate associate faculty participation in equitable student access and success, the District will compensate each participating associate faculty member up to three (3) hours of equity-related professional development.
7. Prison Education

In consideration of the fact that faculty teaching in local prisons must commute to and from multiple locations and endure other requirements as determined by the local prisons in order to teach in their sites, said faculty shall be compensated an additional one hour at the lab rate for each class taught as part of their assignment in the local prisons. This applies to full-time and associate faculty teaching RCCD courses in local prisons where they are not employed. This does not include associate faculty from prisons who are already stationed in those prisons.