

MEMORANDUM OF UNDERSTANDING  
between  
Allan Hancock Joint Community College District and  
Faculty Association of Allan Hancock College

**Reassignment of Coordinators**

The parties to this Memorandum of Understanding are the Allan Hancock Joint Community College District ("the District"), and the Faculty Association of Allan Hancock College ("FA").

WHEREAS, the District and the Faculty Association have a mutual interest in codifying and assessing the work of program coordinators; and

WHEREAS, the District and the Faculty Association have a contractual agreement per article 17.5.2 necessitating an assessment tool and evaluation process for coordinators; and

WHEREAS, the District and the Faculty Association have a mutual interest in clarifying the role of coordinators; and

WHEREAS, the District and the Faculty Association agree that the reassignment of coordinators, as with all reassigned time, is mutually elective;

NOW, THEREFORE, in consideration of the mutual agreements, conditions, and representations contained herein, the parties agree as follows:

- All reassigned time agreements shall be pre-approved by the vice president of academic affairs, and:
  - as a reassignment, are not subject to seniority as presented in article 16.2.2;
  - be offered in writing to the faculty member at the time of "first pass" during the schedule development process;
  - the extent of duties/expectations are clearly laid out in the offer of reassigned time;
  - no "open-ended" duties such as "and other duties as assigned" may be included;
  - no duties covered by the faculty member's primary assignment may be included;
  - no duties specifically covered by other faculty member's primary assignments may be included;
  - no duties specifically covered by the job functions of California School Employees Association (CSEA) members may be included;
  - no supervisory expectations of other district employees may be included.
- Coordinator evaluations and evaluation responses are outside of, and inadmissible to, the tenure process.
- Evaluations shall take place every third semester of the reassignment (3<sup>rd</sup>, 6<sup>th</sup>, 12<sup>th</sup>, 15<sup>th</sup>, etc.) unless in conflict with the faculty member's tenure, or regular, evaluation schedule.
- When the coordinator evaluation schedule conflicts with the tenure evaluation schedule, the coordinator evaluation will be moved to the next term.
- No faculty undergoing an off-cycle evaluation may be offered a coordinator reassignment.
- The evaluation shall consist of a SGID focusing solely on the duties listed in the reassignment agreement and conducted by trained facilitator not connected to the program.
- Reassigned time shall be calculated per article 18.3.1.












# FA MOU Coordinators 2023

Final Audit Report

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