

## Strikeout and Underline (SOUL) Version

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# Article 10

## Academic Calendar and Flexible Calendar Program

The academic calendar shall serve the educational and workplace needs of the students and the district community service areas that comprise the Los Angeles Community College District. A myriad of factors contribute to enrollment demands at each of the colleges. These factors include but are not limited to differences in student population, service area needs, feeder high school calendars, customized articulation and transfer agreements with local baccalaureate granting institutions and competition from neighboring community colleges.

**A.** The default academic calendars for the 2015-2016, 2016-2017 and 2017-2018 academic years are those set forth in Appendix M. If a college wishes to establish a calendar other than those contained in Appendix M it may do so subject to meeting all legal requirements, the approval of the College Calendar Committee (see below), the AFT, and the District.

**B.** Colleges desiring to change to a different calendar shall follow these steps:

- 1.** A college may begin the process of selecting a different calendar option by forming a Campus Calendar Committee. This committee shall be composed of equal representation from the AFT, Academic Senate and administration. Representatives from the Associated Student Organization, staff, and community may be invited to participate.
- 2.** The Calendar Committee shall conduct an assessment of the educational and workplace needs of the college's students and local community service area. This assessment shall serve as the basis for recommending a calendar option that meets the college's needs.
- 3.** The recommendation of the Calendar Committee and assessment of needs report shall be submitted to the college president and the AFT chapter president for final approval or disapproval. A decision shall be made no later than fifteen days from the date the Calendar Committee's recommendation and report were submitted.
- 4. Timeline:** The calendar selection process must be completed no later than the start of the spring semester in order to be implemented in the fall of the next academic year. Whichever calendar option is selected and approved, it shall always be implemented in the fall of the next academic year.
- 5. Restrictions:** No more than one calendar change in a three year period commencing with the first year of change shall be permitted.

**C. Compressed Calendar Protocols and Guidelines.** *(As used in this section, the term "compressed calendar" refers to any calendar for the primary fall or spring terms that is fewer than eighteen weeks in length.)*

- 1.** The following general principle applies to compressed calendar assignments: working on a compressed calendar shall not result in a classroom or non-classroom faculty member

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receiving either higher or lower pay during the primary fall and spring terms than that faculty member would receive if he/she were working on a regular 18-week calendar.

2. Classes offered during a compressed calendar will be managed to conform to Carnegie Unit requirements. (See Board of Trustees' Administrative Regulation E-97, [www.laccd.edu/admin\\_regs/documents/ERegs/E-97.doc](http://www.laccd.edu/admin_regs/documents/ERegs/E-97.doc))
3. Unless otherwise agreed by the college, the default calendar for C basis librarians shall be the same as the classroom faculty at their college. At colleges where librarians follow the compressed calendar, winter intersession librarian assignments shall be considered extra or adjunct assignments and Article 15 shall apply. C basis counselors, child development center teachers and other C basis non-classroom faculty will work on either the applicable compressed calendar (with scaling) set forth in Appendix M, or the non-classroom academic year calendar (without scaling) set forth in that appendix, as agreed to at the college. To effect such an agreement, the faculty in a non-classroom department may propose (with the concurrence of the department chair) that the C basis department members shall all work on the compressed calendar or all work on a "traditional" calendar. The department chair will notify the AFT chapter president of the department's calendar proposal. If the department chair, the AFT chapter president, and the college president agree, the department's proposal will be honored. The default for that year if there is no agreement will be the non-classroom academic year calendar. The process shall be concluded before the start of the fall semester.

### D. Professional Development

1. **Classroom Faculty.** Classroom faculty will participate in staff, student and instructional improvement activities in lieu of part of regular classroom instruction for the number of Professional Development days specified in the academic calendars set forth in Appendix M. ~~They may bank any or all of the Professional Development days except the mandatory on campus days indicated on the calendars.~~ Flexible calendar hours may be conducted at any time during the fiscal year (title 5, section 55720 (a)). This requirement prohibits flexible calendar hours to be carried over or "banked" by individual faculty from year-to-year. Classroom temporary adjunct faculty also have a professional development obligation. And, although not required to attend the on-campus opening day meeting, their participation at that meeting does qualify toward their professional development (flex) obligation; they should be invited and encouraged to participate.
2. **Professional Development Rules and Practices.** In the implementation of professional development days the following will apply:
  - a. For full-time faculty teaching on a compressed calendar, the academic workday is 6.7 hours per day, and for the duration of this Agreement, the professional development obligation is 33.5 hours of professional development activity per academic year.
  - b. For all classroom faculty with adjunct teaching assignments (temporary adjuncts and full-time faculty with additional assignments) the adjunct teaching professional development obligation for an academic year equals half the sum of the standard hours value of the fall assignment and the standard hours value of the spring assignment.

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The adjunct professional development obligation is not related to the days a class meets or the dates of the assignment, applying equally to all whose assignments have the same standard hours.

- ~~c.~~ The professional development obligation applies to nontraditional instruction such as PACE, TBA, DL, and noncredit, and regardless of whether the class is full semester or short term
- ~~d.~~ The professional development schedule will run from July 1 to June 30 each year, reporting once a year. Reports on professional development activity are due from faculty the day after the last professional development day of the spring, and final reporting will be completed by June 30.
- ~~e.~~ The professional development obligation remains even though the designated professional development days shown on the calendar may occur outside of the payroll assignment. The faculty member is paid for the obligation as part of the total level pay issued over the term of the assignment for the class. Accurate reporting of mandatory professional development flexible calendar hours by all faculty members is required.

- 3. Non-classroom faculty.** Non-classroom faculty working on the compressed calendar shall fulfill their required hours by either working or participating in professional development activities. The college president or designee, in consultation with the department chair and the faculty member, may require non-classroom faculty to participate in the fall mandatory on-campus day in lieu of performing their normal duties. Non-classroom faculty departments' representation at the fall mandatory on-campus day is expected as long as adequate staffing for student needs is provided. Non-classroom faculty, including non-classroom temporary adjuncts, are entitled and encouraged to and should not be unreasonably denied the opportunity to participate in professional development activities as part of their regular assignment with approval of their department chair.

Attendance at conferences related to the performance of one's duties is encouraged and should be permitted as long as the department's duty obligations have been met. For non-classroom faculty, whenever possible, professional development activities shall be scheduled in a manner that will avoid conflicting with the periods during which full staffing is required under Article 11.D.2.b.

Denial of attendance at conferences related to the performance of one's duties shall only be made for compelling reasons. When such denials are made, alternate methods of acquiring the conference information shall be provided whenever possible.

If non-classroom faculty participate in approved professional development activities at times other than their assigned hours, they may take an equivalent amount of compensatory time off, up to the number of professional development days set forth in the academic calendar. Furthermore, any compensatory time off for approved professional development activities completed at times other than assigned hours shall be at the discretion of and subject to the approval of the department chair and the vice president or designee.

- 4. Planning Activities.** The activities for the Professional Development days will be determined by the College Academic Senate in consultation with the college president.

- a.** Each college shall ensure that sufficient, high-quality enrichment activities are offered for faculty to fulfill their professional development obligation. The college will follow the

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California Community Colleges Chancellor's Office Guidelines for the Flexible Calendar Program.

- b.** The date of the fall mandatory flex day should be one of the last two weekdays (Thursday or Friday) of the week before the start of the fall semester. The colleges will notify faculty of the selected date by September 30 of the preceding year.

### **E. Non-Classroom Faculty Non-Duty D-Basis**

**1.** Each non-classroom faculty member's non-duty D-basis days shall be scheduled in a manner that will avoid conflicting with the periods during which full staffing is required under Article 11.D.2.b.