

**All Faculty Association  
2002-2005 Contract Survey  
AFA Members: Adjunct Faculty**

Next year AFA will be negotiating a new three-year Contract with the District. In order to establish issues and priorities for the 2002 – 2005 Contract, AFA needs to know member needs and concerns. As an AFA member, you are entitled to help direct the negotiation process by responding to questions in this survey. There are questions at the end that solicit your input on subjects not included in the survey so that anything of importance to you can be communicated to the AFA Executive Council and Negotiations Team.

**RETURN THIS SURVEY TO THE AFA MAILBOX IN BAILEY HALL BY 5:00 PM, FRIDAY, MAY 24, 2002.**

**Instructions:** Check the box next to the answer that best represents your response to each question. In the space provided, include any comments relevant to the question. If you wish to provide more information, please attach a separate sheet with additional comments. If you have questions please contact someone on the AFA Negotiations Team, through the AFA office, at 707-527-4731 or [afa@santarosa.edu](mailto:afa@santarosa.edu).

**A. GENERAL INFORMATION:**

- Yes  No 1. Are you employed in a full-time job concurrently with your adjunct employment at SRJC?
- Yes  No 2. Are you employed in a part-time job, or jobs, concurrently with your employment at SRJC?
3. If yes to #2, what approximate percent of full time is your total part-time employment? \_\_\_\_ %

**B. SALARY:** Since the beginning, AFA has used a ranking system to determine salaries, and adjunct faculty have always gotten identical raises as regular faculty. The ranking system has been the single most important factor in achieving raises each year – including years when there was no State COLA. Currently we are placed at rank ten, among 108 community colleges, at Class C Step 5 of the regular faculty annual salary schedule.

- Yes  No 4. Should we continue to use a ranking system that places us at (at least) rank ten in the State?
- Yes  No 5. Is there another ranking system you can identify that AFA should investigate?  
If yes, please attach a description to this survey as part of your response.
- Yes  No 6. If direct deposit to your bank account were available for your paycheck, would you use it?

**C. BENEFITS:** Health care premiums are on the rise; our providers (HPR and Kaiser) are raising costs. Some aspects of both plans are going to change to a certain extent. This issue has been dealt with in separate surveys, which you have received if you participate in the State 50% reimbursement plan. The results of negotiations with the District on this matter will be implemented in July 2002.

- Yes  No 7. Do you participate in the State/District Health Insurance program where you pay half the premium?
- Yes  No 8. If yes, was the enrollment process easy to complete?
- Yes  No 9. If yes to question 7 and if you are enrolled in one of the District plans with HPR or Kaiser, would you be interested in automatic payroll deduction of your portion of the premium?
- Yes  No 10. If yes to question 7, do you have any suggestions for improvement to the process?
- Yes  No 11. If offered, would you participate in other District benefit programs (e.g., dental, vision) if you paid the premiums?
- Yes  No 12. If you could buy into the District Life Insurance program at the same rate as regular faculty, would you do so?
- Yes  No 13. If you could participate in the State Disability Insurance program, would you do so?
- Yes  No 14. If you had to choose, which is more important to you: progress toward completely paid health benefits or progress toward 87.5% pro rata pay?

#### D. DEPARTMENT CHAIRS

- Yes  No 15. Should all departments have an elected faculty member Department Chair?
- Yes  No 16. Should Department Chairs be required to engage in instructional/allied student contact activities?
17. If yes, to what extent? Please express in percentage of 100% load. \_\_\_\_\_ %
- Yes  No 18. Do you think that you are treated fairly by your Department Chair (or equivalent)?
- Yes  No 19. Should all Department Chairs be required to participate in a Contract Orientation?

**E. DISTRICT ACTIVITIES:** There is a fund of money available to pay adjunct faculty for activities undertaken that would fall under the category of College Service for regular faculty, like serving on District committees, the Academic Senate and AFA Council. If you participate, they are NOT loaded and are paid at your base hourly rate. NOTE: Department Activities are not included. The Adjunct Faculty District Activities Fund (AFDAF) may also sponsor specific projects of benefit to the District. For example, it is anticipated that there is a need for the development of trained Curriculum Facilitators to help regular faculty prepare and submit curriculum, and a need for a group of trained Adjunct Evaluators to act as non-discipline peers in adjunct faculty evaluations. Training for and participation in such projects will be paid, and NOT loaded, so you can continue to teach to the extent you do now.

- Yes  No 20. Would you be interested in being trained to become a paid Curriculum Facilitator?
- Yes  No 21. Would you be interested in being trained to become a paid Adjunct Evaluator?

**F. EVALUATION & TENURE REVIEW:** The regular faculty evaluation process was recently changed requiring a formal departmental rotation list and a different team configuration. Similar changes are anticipated for the adjunct faculty evaluation process in the near future. We will solicit feedback on the new adjunct faculty evaluation system when it is implemented.

- Yes  No 22. Have you had an evaluation in the past six semesters (as required by Ed Code)?

**G. FULL-TIME HIRING:** A few other Districts have created a system that gives an in-house adjunct candidate for a full-time teaching position an advantage in hiring (for example, guaranteeing applicants an interview).

- Yes  No 23. Should SRJC investigate this concept?

**H. HOURLY ASSIGNMENTS:** Article 16 requires departments to have written procedures for notifying faculty of available hourly assignments and for making recommendations for filling those assignments.

- Yes  No 24. Does your Department Chair (or equivalent) notify you in writing before the schedule is made every semester, or intersession, regarding your desire to have an hourly assignment?
- Yes  No 25. Does your Department Chair (or equivalent) follow the written procedures for making hourly assignments?
- Yes  No 26. Are you offered a choice among available courses at scheduling time?
- Yes  No 27. Have you ever been offered a course that was subsequently cancelled?
- Yes  No 28. If yes, was your load the next "like" semester decreased?
- Yes  No 29. Do you have any suggestions for improvements/modifications to the Hourly Assignment Procedures outlined in the Contract, or as practiced in your department? If yes, briefly describe.
- Yes  No 30. If offered, would you be interested in a one-year teaching contract that might have different loads each semester (e.g., Fall 80%, Spring 40%) averaging a maximum of 60% for the year?
- Yes  No 31. Does your department regularly offer 60% loads to adjunct faculty

**I. PROFESSIONAL DEVELOPMENT:** Next year currently looks like a “slim” year for professional development funds from the State.

**32.** If no money is available from the State for professional development, and no money is available from the District for professional development, what critical professional development needs of yours will not be addressed during the year? (Briefly describe)

**33.** If applicable, please estimate the approximate cost of these activities. \$ \_\_\_\_\_

**J. PROFESSIONAL DEVELOPMENT ACTIVITIES:** Each year SRJC sets aside four days for professional development – PDA Days. Typically two are scheduled at the beginning of Fall semester and two are scheduled sometime in the Spring semester.

**Yes**  **No** **34.** Instead of the two Spring semester PDA days, would you be interested in having five PDA days in the Spring? This could be accomplished by postponing the start of the Spring semester by a week to schedule a week of professional development activities allocated, for example, to discipline-based, technology-related, or pedagogical education and/or training. (This would shorten the number of instructional days by 3, from 171 to 168 days.)

**K. RETIREMENT:** There are currently three alternatives for adjunct faculty to choose from with regard to retirement plans (see Article 24 in the Contract – on the web at [www.santarosa.edu/afa/](http://www.santarosa.edu/afa/)).

**Yes**  **No** **35.** If social security were to be added as a fourth alternative, would you elect that option?

**Yes**  **No** **36.** Is there any other alternative you would like to have the District consider? (Briefly describe.)

**Yes**  **No** **37.** Do you have any retirement-related concerns or issues that AFA should be aware of? (If yes, briefly describe.)

**L. SALARY PLACEMENT:** AFA has identified the need to provide for advanced step placement at hiring of adjunct faculty to recognize relevant experience. If agreed to by the District, presumably the same terms of reference will apply to adjunct faculty as to regular faculty.

**Yes**  **No** **38.** Did you have any of the experience listed below prior to being hired as an adjunct faculty member?

a. High school teaching: \_\_\_\_\_ number of years, full time

b. Post secondary teaching: \_\_\_\_\_ number of years, full time

c. Post secondary teaching: \_\_\_\_\_ number of years, at \_\_\_\_\_%

d. Discipline-related work experience: \_\_\_\_\_ number of years, full time

e. Discipline-related work experience: \_\_\_\_\_ number of years, at \_\_\_\_\_%

f. OTHER: (Briefly describe) \_\_\_\_\_

**M. STUDENT CONSULTATION (OFFICE HOURS):** The current Contract now provides for alternatives to in-the-office student consultation. Availability by scheduled phone or electronic contact can now substitute for some face-to-face meetings. (See the Tentative Agreement on the web at [www.santarosa.edu/afa/](http://www.santarosa.edu/afa/)).

**Yes**  **No** **39.** Will you be utilizing this provision for meeting required student consultation requirements?

**N. SUBSTITUTES:** It is the expectation of collegial responsibility for regular faculty to occasionally “cover” assignments for absent colleagues, in lieu of hiring a substitute instructor. However, performance of substitute assignments by adjunct faculty must be paid and “loaded.”

**Yes**  **No** **40.** Have you ever been asked to “cover” a regular or adjunct faculty assignment without pay?

**O. WORKING CONDITIONS:** Article 31 describes some aspects of employment not included elsewhere in the Contract

**41.** Please indicate areas that need improvement in **your** working environment.

**1** = Top priority **2** = Middle Priority **3** = Low Priority **4** = Not a Priority **5** = Not Applicable

- \_\_\_\_\_ Access to phone and voice mail
- \_\_\_\_\_ Access to computer
- \_\_\_\_\_ Access to SRJC e-mail and internet account
- \_\_\_\_\_ Access to private/semi-private student consultation area
- \_\_\_\_\_ Access to support services for weekend classes
- \_\_\_\_\_ Access to support services for evening classes
- \_\_\_\_\_ Access to support services for summer/intersession classes
- \_\_\_\_\_ Access to instructional technology
- \_\_\_\_\_ Access to technology training
- \_\_\_\_\_ Access to parking on all District sites with same permit
- \_\_\_\_\_ Sufficient support for on-line courses
- \_\_\_\_\_ Sufficient technology support in the learning environment
- \_\_\_\_\_ Sufficient instructional support in the learning environment (TA's, readers, etc.)
- \_\_\_\_\_ Other, briefly describe

**P. WORKLOAD:** AFA and the District are concluding a study regarding load factors for lab courses. Next, we will address courses with intensive writing requirements, and after that, other courses.

Lab Courses: Departments that believe that a lab course should have a different loading than that currently allocated will have the opportunity to demonstrate, by presenting evidence of work undertaken for those courses, their case for increased loading.

**42.** Do **you** currently teach any lab portions of courses that you believe should have a greater load factor due to:

- Yes**  **No** a. Required course preparation, for the entire course prior to the course being taught:
- Yes**  **No** b. Required class preparation, for the lab portion of the classes:
- Yes**  **No** c. Required student assessment, due to the nature of individual student work:
- Yes**  **No** d. Other factors: (Briefly describe):

**Q. RANKING PRIORITIES:** There are several issues presented in the body of this survey.

**43.** Rank the items on the list below in order of greatest importance to you.

**1** = Top priority **2** = Middle Priority **3** = Low Priority **4** = Not a Priority **5** = Not Applicable

- \_\_\_\_\_ Maintain at least Rank 10 in salaries
- \_\_\_\_\_ Progress towards 87.5% pro rata pay
- \_\_\_\_\_ Access to other District benefits (dental and vision) faculty pays premium
- \_\_\_\_\_ Access to District Life Insurance program
- \_\_\_\_\_ Access to State Disability Insurance program
- \_\_\_\_\_ progress towards completely paid health benefits
- \_\_\_\_\_ Faculty Department Chairs for every department
- \_\_\_\_\_ Require Department Chair to perform student contact activities
- \_\_\_\_\_ Require Department Chair Contract orientation
- \_\_\_\_\_ Require written notification for allocation of hourly assignments
- \_\_\_\_\_ Regular loads of 60%
- \_\_\_\_\_ One-year contracts equal to 60% for the year
- \_\_\_\_\_ Implement a week of instruction-based technology training PDA days in Spring
- \_\_\_\_\_ Provide money for individual professional development opportunities, regardless of state funding
- \_\_\_\_\_ Provide a social security retirement option
- \_\_\_\_\_ Increase level of initial step placement for experienced new adjunct faculty
- \_\_\_\_\_ Increase workload factor for lab courses requiring extra preparation or assessment
- \_\_\_\_\_ Provide an advantage to adjunct faculty in hiring for full-time positions
- \_\_\_\_\_ Address my Top Priority Working Condition items identified in question #41 above.

**44.** Place a check next to the three items in the list above that are of most importance to you.

**R. OTHER:**

45. If you could chose one thing for AFA to achieve on your behalf in the next three years with regard to terms and conditions of employment, what would it be?

46. Is there anything that is NOT currently in the Contract that you would like to see there?

47. AFA has implemented a WEB presence over the past year at [www.santarosa.edu/afa/](http://www.santarosa.edu/afa/). You can find the complete Contract there, copies of the *UPDATES* and other important information. Do you have any suggestions for improvement to the website? Suggestions for additional content?

48. Please let us know below of any issues or concerns not addressed in this survey.

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AFA will be making appointments of AFA representatives to some District-wide committees (D) and AFA Standing Committees (A). We invite your participation. Below is a list of the committees to which appointments will be made. If you are interested in serving on any of these committees, please contact the AFA office at 527-4731 or [afa@santarosa.edu](mailto:afa@santarosa.edu).

- |                                    |  |                            |
|------------------------------------|--|----------------------------|
| Calendar/Registration (D)          | Staff Development Coordinating (D)           | Communications (A)         |
| District Online (D)                | Staff Diversity/Affirmative Action (D)       | Faculty Tech Training Fund |
| (A) Hate-Free Campus (D)           | Adjunct Issues (A)                           | Membership (A)             |
| Parking/Transportation (D)         | Adjunct Faculty District Activities Fund (A) | AFA PAC (A)                |
| Professional Growth Increments (D) | Benefits Issues (A)                          | Retirement Issues (A)      |
| Sabbatical Leave (D)               | Bylaws & Communications Review (A)           | Workload Issues (A)        |

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