PART-TIME INSTRUCTORS

LETTER OF AVAILABILITY PROCESS

Currently, Labor Relations distributes on a semi-annual basis, the Letter of Availability (LOA) for part-time instructors. In this process, instructors advise the College of classes they are interested in teaching as part of their part-time load and their scheduling availability. Forms are distributed for both regular class offerings and teaching opportunities through the Office of Corporate Learning. On or about October 1, the LOAs are distributed for assignments in the spring semester. The forms are due to Labor Relations on November 1. On or about March 1, the LOAs for summer and fall semesters are distributed and due April 1. Currently, these forms are distributed via regular U.S. Mail.

Below you will find a summary of items that may be of interest to part-time instructors regarding assignments and other related issues. Many of the items discussed below summarize provisions from the current labor agreement.

PAY

The current Labor Agreement reflects the current pay scale. A total of 384 part time teaching hours are required in order to receive a step increment in pay. The total hours accumulated above 384 (carryover) will be counted toward the next step advancement. Teachers will not accumulate more than 240 hours in any semester. Once qualified, teachers shall advance one step on the salary schedule at the beginning of the next semester until you reach step fourteen, which is the highest step in the system (see Article V, Section 1, Paragraph (b), pg. 21).

HOLIDAY PAY

Pay rates for part-time faculty include compensation for contractual holidays and non-student contact days. Full time faculty pay is based on a 175 day school year. Part-time faculty pay is based on a 160 day school year. This reduction in the base school year has the effect of increasing part-time faculty pay for each hour paid thereby compensating for contractual holidays and non-student contact days. This method avoids problems associated with the various schedules part-time faculty members are likely to teach and the variability of the calendar from semester to semester and from year to year.

SENIORITY

In order to receive a semester of seniority credit, you must have taught the minimum number of 25.6 hours in the semester. This year’s seniority list will soon be updated and available on the ematc Intranet site. To find the list, click on the “ematc” icon (or launch Internet Explorer and type in “ematc”); click on “Human Resources”; click on “Labor Relations”; and, then click on “Seniority Lists.” Please review your seniority semester total. Also, it is important to notify Labor Relations (M-262) if you receive an LTE assignment or if you have 25.6 hours of substitute teaching during the school year so that we can credit your seniority appropriately. If you have any questions about your seniority placement, please call Labor Relations at (414) 297-7672.
PROBATION/EVALUATION/COACHING

All part-time teachers serve an initial seven semester probationary period according to Article III, Section 7 – Fair Dismissal (pg. 9) of the Labor Agreement. After the probationary period is successfully completed, a coaching program continues.

Your associate dean will be implementing this coaching program if it has not already started. The intent is to help you to adjust to MATC and become better teachers.

CLASS AND STEP PAY SYSTEM

The class and step pay system continues as the basis for your pay. Any questions about your placement should be directed to Paul Hanel in Human Resources at (414) 297-6517.

WORK AGREEMENT

The following are sections of the work agreement that we frequently get questions on.

Article III, Section 2 (Work Day, pg. 3).

The total hours required per week for each teacher are to be determined by multiplying 32 hours by the weekly teaching assignment percent load (Example: 32 hours x .20 (percent load) = 6.4 (hours worked per week) and rounding to the nearest whole number of hours.

The teacher’s office hours requirement is determined by the following table and shall be fulfilled on campus.

<table>
<thead>
<tr>
<th>Percent of Load</th>
<th>Office Hours</th>
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</thead>
<tbody>
<tr>
<td>1- 24.9</td>
<td>1.0</td>
</tr>
<tr>
<td>25- 39.9</td>
<td>1.5</td>
</tr>
<tr>
<td>40- 49.9</td>
<td>2.0</td>
</tr>
</tbody>
</table>

The remaining time out of the total hours requirement, beyond classroom and office hours, shall consist of student advising, class preparation, department meetings, committee meetings, orientation, recruitment, student appointments, and program development, of which class preparation and program development may be accomplished off campus.

An example of the total time requirement breakdown for a teacher with a 40% load is: class time – six hours; office hours – two hours; balance of time requirement – five hours. An example for a teacher with a 20% load is: class time – three hours; office hours – one hour; balance of time requirement – two hours.

The extra responsibilities beyond class time do not apply to vocational teachers.

Article III, Section 4, Paragraph i & j (Hours and Working Conditions, pg. 8).

i) Part-time faculty will be given assignments consistent with their letter of availability. The assignments will be based on the following priorities:
1. The first priority is to be consistent with the teacher’s last schedule within the past two semesters, if so indicated on the letter of availability.

2. The second priority is to assign according to the teacher’s letter of availability without bumping less senior teachers.

3. The third priority is to assign classes according to the teacher’s letter of availability by displacing a less senior teacher.

j) If no classes are available in the teacher’s department or campus, then the teacher will be assigned a class on another campus, if available, and provided the teacher has identified alternate courses and locations on the letter of availability.

Article III, Section 9, Paragraphs c & d (Assignment, Transfer, and Layoff, pg. 11-12)

The language in these paragraphs allows bumping without compensation up until five days prior to the start of classes and four days for Saturday Weekend College assignments. The compensation for being bumped, when applicable, will be $100 or 10% of the normal compensation for the class, whichever is greater. The supervisor should consult with the part-time instructor when a bumping occurs to solicit a preference as to remuneration, alternate teaching assignment, or teaching the course as independent study at reduced compensation. The final decision on the alternative rests with the supervisor based upon the facts of the situation.

Thank you for your continued cooperation regarding the administration of the LOA process. If you have questions, please talk to your supervisor or the Labor Relations office.