

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR R-123
		FACULTY, ITV
ISSUE DATE: May 17, 2006	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	
REPLACES: New	CHANGES:	

I. POLICY

It is the policy of the District to develop hiring procedures that expedite the selection and processing of faculty who are expert in subject areas and who are also qualified in specialized teaching modalities used in specially delivered instructional programs such as Instructional Television.

II. DEFINITIONS

- ***Instructional Television (ITV)*** is a specially developed program of transferable courses that combine an instructional video with an interactive course website and weekend class meetings.
- ***ITV Faculty Roster*** is a roster of discipline-experienced faculty experienced in ITV teaching modalities maintained to facilitate the selection of temporary ITV faculty.
- ***Limited Eligibility Rule*** limits the number of semesters a person is allowed to be employed as a temporary faculty member to not more than two (2) semesters in three (3) consecutive academic years in an assignment greater than 60 percent (60%) of a full-time assignment (Education Code § 87482 b).

III. REQUIREMENTS

- A. The Director of ITV, relevant discipline/department chair(s), and Vice President of Academic Affairs (or his/her designee) form a core selection committee as described in [HR Guide R-122, Faculty, Limited.](#)
- B. ITV faculty may be staffed using one of the following hiring procedures:
 1. ***Regular Faculty:*** All ITV assignments shall first be offered to regular faculty as specified in AFT Faculty Agreement Article 40, Distributive / Distance Learning, Section D. Instructional Television.
 2. If a regular faculty member is unavailable, then one of the following options is used:
 - a. ***ITV Roster:*** Follow process described in III.C. below.
 - b. ***Limited Faculty:*** Follow process described in [HR Guide R-122, Faculty Limited.](#)

C. ITV Faculty Roster Selection Process

- A. The ITV Faculty Roster process is an alternative method to the regular temporary faculty selection and hiring process colleges and their ITV programs may use to select temporary ITV faculty without the need to repeat any further selection process.
- B. The ITV Faculty Roster process does not preclude or prevent in any manner whatsoever a college and its ITV program from conducting a search in lieu of using the ITV Faculty Roster process.
- C. The determination to use the ITV Faculty Roster process in lieu of the standard selection process shall be made in consultation with the ITV Director, the relevant discipline/department chair, and the Vice President of Academic Affairs (or his/her designee).
- D. If consensus exists to use the ITV Faculty Roster process, the college must also ensure compliance with LACCD Board Rule, Chapter X, Article III, Section 10304.2 and any relevant concomitant local processes occurs.

D. Placement of Faculty Member on the ITV Roster

- 1. An ITV faculty member is eligible to be placed on the ITV Faculty Roster when all of the following conditions have been met:
 - a. The faculty member has been selected within the last eight (8) semesters by faculty selection process as defined in LACCD Board Rule Chapter X, Article III, Section 10304.2.
 - b. The faculty member has successfully completed at least one full term in the capacity for which he or she was selected.
 - c. The faculty member has received at least one (1) satisfactory formal evaluation as an ITV faculty member as specified in the LACCD and AFT Faculty Agreement, Article 19, Sections O and P.
 - d. The faculty member has successfully completed an ITV assignment at least once within the last eight (8) semesters.
 - e. A faculty member with limited eligible status may remain on the ITV Faculty Roster but will not be eligible to be assigned more than 60 percent (60%) of a full-time load until such time his or her limited status changes.
- 2. In the event a faculty member receives a "less than satisfactory" rating at any time while serving in an ITV assignment, that faculty member will be removed immediately from the ITV Faculty Roster.

E. ITV Faculty Assignment Limitations

The conditions surrounding an ITV faculty assignment include but are not limited to the following:

1. Faculty assigned to ITV courses shall be monthly rate employees (including limited status) as specified in AFT Faculty Agreement Article 40 D, Instructional Television.
2. An ITV faculty member who would exceed his/her limited eligibility may not be hired for more than 60 percent (60%) of a full-time load until such time his or her limited status changes.

F. Assignment Procedure

1. The assignment process should be initiated as soon as the selection process is completed and the candidate accepts the job offer.
2. Table R-123, Human Resource ITV Faculty Clearance Process (at right), identifies when Human Resources, District Office, must be cleared
3. The appointment should be initiated by the Vice President, Academic Affairs or designee as described in [HR Guide P-100 Assign Employee](#).

TABLE R-123 HUMAN RESOURCE ITV FACULTY CLEARANCE PROCESS	
PROCESS	REQUIRED
Regular Faculty	No
ITV Roster	No
Limited Faculty	Yes

IV. ADDITIONAL SOURCES

CALIFORNIA EDUCATIONAL CODE

- 87481 Employment of Temporary Faculty Members; Classification
- 87482 Employment of Temporary Faculty Members

LACCD BOARD RULES

- Chapter VI, Instruction
 - [Article IV, Special Classes, Section 6414 Instructional Television](#)

- Chapter X, Human Resources
 - [Article III, Selection Policies, Section 10301 Selection and Assignment of Faculty](#)

LACCD ADMINISTRATIVE REGULATIONS

- [E-90 Approval of Instructional Television Courses](#)

LACCD HUMAN RESOURCES GUIDES

- [HR P-100 Assign Employee](#)
- [HR P-130 Additional Assignment](#)
- [HR R-122 Faculty, Limited](#)

LACCD COLLECTIVE BARGAINING AGREEMENTS

- [AFT Faculty Guild Local 1521: Article 40, Distributive / Distance Learning](#)