

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR R-121
		INSTRUCTOR, SPECIAL ASSIGNMENT & CONSULTING
ISSUE DATE: June 6, 2006	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	
REPLACES: HR Guide R-121 Dated March 29, 2006	CHANGES: Inserted "a regular funded" in III.A.1.	

I. POLICY

Academic supervisor positions are responsible for the supervision of faculty in multiple on-going academic or student service program, projects, or functions.

II. DEFINITIONS

- **Consulting Instructor** is a faculty position responsible for a significant academic or student service program or function which requires relating to faculty as peers and may include the supervision of other employees. Assignments are usually temporary.
- **Entrance-Level Job** is a faculty job for which permanent status (tenure track) may be acquired with the appropriate service and credential or degree (Board Rule 10407).
- **Instructor, Special Assignment** is a faculty position responsible for an academic or student service project that does not fall within the scope of other Academic classifications. The duties usually do not include supervision. Assignments are usually temporary.

III. REQUIREMENTS

- A. Consulting Instructor and Instructor, Special Assignment positions are not considered an entrance-level job.
1. Should circumstances arise where a regular funded Consulting Instructor or Instructor, Special Assignment position is unable to be staffed by a regular faculty member, special circumstances hiring may be utilized as specified under Article 13D of the AFT Faculty collective bargaining agreement.
 2. All such special circumstances hiring is initiated by the Vice President, Academic Affairs or designee and approved by the AFT Chapter Chair and AFT Faculty Guild President prior to recruitment. This process requires the completion of [HR Form R-121](#), Request to Waive Faculty ISA / CI Contract Provision.
 3. Certification of the special circumstances occurs using HR Form, Request to Waive Faculty Contract Article 13 D Provision or an equivalent memo. See [HR R-000, General Policy on Recruitment, Selection and Employment](#) and HR R-120, Faculty, Regular for recruitment and selection details.

B. A differential is to be assigned only when the college president determines that the responsibility level of the position justifies the differential in terms of size and complexity of a program, level of supervision, and consistency of similar assignments elsewhere in the District. The college president may consult with faculty representatives prior to making this decision.

C. Selection Procedure

1. Applicants must hold probationary or permanent status with the District as a faculty employee for regular funded positions.
2. For monthly-rate specially funded positions (Program 117 or 500+), applicants must have probationary or permanent status or must complete a District application at the time of hiring.

3. Regardless of funding source, a probationary faculty member may only be assigned as a Consulting Instructor or Instructor, Special Assignment based on a percentage of a full-time tenured faculty position. The remaining portion of the probationary faculty member's assignment is in his/her regular position. Table R-121, Probationary Faculty Assignment Compared to Tenured Faculty Assignment, shows allowable Consulting Faculty assignments.

TABLE R-121 PROBATIONARY FACULTY ASSIGNMENT COMPARED TO TENURED FACULTY ASSIGNMENT			
YEAR	CONTRACT	PERCENT	HOURS PER WEEK
Probationary			
· First	First	40	14
· Second	Second	60	21
· Third	Third	80	28
· Fourth	Third	80	28
Tenured	Tenured	100	35

D. Appointment Procedure

The College President or Vice Chancellor conducts a competitive evaluation (mini-selection) and recommends the appointment of the best qualified candidate. The process is summarized below:

1. The same forms used for entrance-level Academic service positions are submitted to Human Resources, District Office. See HR Guide R-120, Faculty Regular for details.
2. An interview committee designated by the College President or Vice Chancellor is appointed to serve in an advisory capacity.
3. Following the evaluation / selection process, an appointment is made with the approval of the chancellor or designated representative.

E. **Assignment Procedure:** The personnel assignment may be initiated as soon as the College President has been notified by Human Resources, District Office that the candidates meet the stated qualifications. See [HR Guide P-100, Assign Employee](#), for details.

IV. ADDITIONAL SOURCES

CALIFORNIA EDUCATIONAL CODE

Chapter 2.5 Qualifications for Community College Personnel

LACCD BOARD RULES

Chapter X, Human Resources

Article IV, Certificated Assignments

- 10403 Part-Time Monthly Rate Teaching and Other Certificated Assignments
- 10406 Assignment Authorization for New Certificated Employees
- 10407 Terminology for Use in Certificated Assignments
- 10408 Multiple Assignments
- 10411 Payment for Holidays – Certificated Employee with Regular Status and Serving in Such Status or as a Substitute in a Higher Class
- 10419 Assignment of Temporary Certificated Employees

LACCD HUMAN RESOURCES GUIDES

HR P-100 Assign Employee

HR R-000 General Policy on Recruitment, Selection, and Employment

HR R-120 Faculty, Regular

LACCD FORMS

HR R-121 Request to Waive ISA/ CI Contract Provision

LACCD COLLECTIVE BARGAINING AGREEMENTS

AFT Faculty Guild Local 1521: Article 13 Assignments