<p style="text-align:center">Memorandum of Understanding<br/>
Redwoods Community College District (District)<br/>
College of the Redwoods Faculty Organization (C.R.F.O.)</p>

In order to effectively manage the unique scheduling challenges presented by COVID-19, the District and CRFO agree to the following:

1. The course rotation development process and faculty and associate faculty scheduling and assignment processes for fall 2021 and spring 2022 semesters will be conducted according to the attached calendar.


| For RCCD | Date | For CRFO | Date |
|---|---|---|---|
| *[signature]*<br>Keith Flamer (Sep 10, 2020 10:13 PDT) | Sep 10, 2020 | *Michelle Haggerty*<br>Michelle Haggerty (Sep 10, 2020 10:42 PDT) | Sep 10, 2020 |
| Keith Flamer  –President/Superintendent | | Michelle Haggerty – President | |
| *[signature]*<br>Kerry Mayer (Sep 10, 2020 10:46 PDT) | Sep 10, 2020 | *John Johnston*<br>John Johnston (Sep 10, 2020 11:05 PDT) | Sep 10, 2020 |
| Kerry Mayer – Chief Negotiator | | John Johnston – Chief Negotiator | |

# SCHEDULE PRODUCTION TIMELINE
# FALL 2021, SUMMER 2021, SPRING 2022

| Production Cycle for Fall 2021 and Summer 2021 | |
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| | |
| By December 1, Fall schedule documents sent to Deans/Directors – Shereen Cockrum | |
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| ***Spring 2021 semester process*** | |
| Week 1 - Week 2 (Jan. 19-29, 2021) | Draft Fall 2021/Summer 2021 schedule sent to full-time faculty for input (Consultation Period). |
| | |
| Monday, Week 3 (Feb 1, 2021) | Draft Schedule sent to scheduler for Datatel Input. The input should be completed by one month after being received by the scheduler. Deans/Directors should hold any additional changes that may arise until this input is completed. |
| By February 1 (Week 3), Deans and Directors start the faculty assignment process. FTF offers come first (February).  Full-time assignments are *usually* completed by end of February. Current CBA language regarding how to resolve faculty request conflicts is retained. | |
| By March 1 (Week 7), Deans and Directors start assignment process for Priority-2 Associate Faculty. Current CBA language regarding for ranking of Priority-2 assignments (seniority, expertise, etc.) is retained. Associate Faculty are required to respond to offers within 72 hours, or offers can be *(rescinded and)* made to lower priority/seniority associate faculty. Priority-2 assignments *usually* completed by end of March. | |
| By April 1 (Week 11), Deans and Directors start the assignment process for Priority-3 Associate Faculty. Associate Faculty are required to respond to offers within 72 hours, or offers can be rescinded and made to other faculty. | |
| This process should allow at a month for Human Resources to issue and collect Associate Faculty contracts before the semester concludes | |

| Production Cycle for SPRING 2022 Semester Schedule | |
|---|---|
| | |
| By July 1, Spring schedule documents sent to Deans/Directors – Shereen Cockrum. | |
| ***Fall 2021 semester process*** | |
| Week 1 - Week 2 (Aug. 23-Sept 3, 2021) | Draft Spring 2022 schedule sent to full-time faculty for input (Consultation Period). |
| Monday, Week 3 (Sept 7, 2021) | Draft Schedule sent to scheduler for Datatel Input. The input should be completed by one month after being received by the scheduler. Deans/Directors should hold any additional changes that may arise until this input is completed. |
| By Sept 7 (Week 3), Deans and Directors start the faculty assignment process. Full-time assignments are *usually* completed by end of September. Current CBA language regarding how to resolve faculty request conflicts is retained. | |
| By October 4 (Week 7), Deans and Directors start assignment process for Priority-2 Associate Faculty. Current CBA language regarding for ranking of Priority-2 assignments (seniority, expertise, etc.) is retained. Associate Faculty are required to respond to offers within 72 hours, or offers can be made to lower priority/seniority associate faculty. Priority-2 assignments *usually* completed by end of October. | |
| By November 1 (Week 11), Deans and Directors start the assignment process for Priority-3 Associate Faculty. Associate Faculty are required to respond to offers within 72 hours, or offers can be rescinded and made to other faculty. | |
| This process should allow a month for Human Resources to issue and collect Associate Faculty contracts before the semester concludes. | |

Process repeated in Spring 2022 – to generate Fall 2022 and Summer 2022 schedule.