

Memorandum of Understanding
Redwoods Community College District (District)
College of the Redwoods Faculty Organization (C.R.F.O.)

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 2022 and spring 2023 semesters will be conducted according to the attached calendar.

For RCCD

Date

For CRFO

Date


Keith Flamer (Oct 20, 2021 11:18 PDT)

Oct 20, 2021

Keith Flamer –President/Superintendent


Michelle Haggerty (Oct 20, 2021 11:54 PDT)

Oct 20, 2021

Michelle Haggerty – President


Kerry Mayer (Oct 20, 2021 11:28 PDT)

Oct 20, 2021

Kerry Mayer – Chief Negotiator


John Johnston (Oct 20, 2021 11:16 PDT)

Oct 20, 2021

John Johnston – Chief Negotiator

SCHEDULE PRODUCTION TIMELINE

FALL 2022, SUMMER 2022, SPRING 2023

Production Cycle for Fall 2022 and Summer 2022	
By December 1, Fall schedule documents sent to Deans/Directors – Shereen Cockrum	
<i>Spring 2022 semester process</i>	
Week 1 - Week 2 (Jan. 17-28, 2022)	Draft Fall 2022/Summer 2022 schedule sent to full-time faculty for input (Consultation Period).
Monday, Week 3 (Jan 31, 2022)	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.
<p><u>By January 31 (Week 3)</u>, Deans and Directors start the faculty assignment process. FTF offers come first (February). Full-time assignments are <i>usually</i> completed by end of February.</p> <p>Current CBA language regarding how to resolve faculty request conflicts is retained.</p>	
<p><u>By March 1 (Week 7)</u>, Deans and Directors start assignment process for Priority-2 Associate Faculty.</p> <p>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 (<i>rescinded and</i>) made to lower priority/seniority associate faculty.</p> <p>Priority-2 assignments <i>usually</i> completed by end of March.</p>	
<p><u>By March 28 (Week 11)</u>, 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 Associate Faculty are required to respond to offers within 72 hours, or offers can be rescinded and made to other faculty.</p>	
<p>This process should allow at a month for Human Resources to issue and collect Associate Faculty contracts before the semester concludes</p>	

Production Cycle for SPRING 2023 Semester Schedule	
By July 1, Spring schedule documents sent to Deans/Directors – Shereen Cockrum.	
<i>Fall 2022 semester process</i>	
Week 1 - Week 2 (Aug. 22-Sept 2, 2022)	Draft Spring 2023 schedule sent to full-time faculty for input (Consultation Period).
Tuesday, Week 3 (Sept 6, 2022)	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.
<p><u>By Sept 6 (Week 3)</u>, Deans and Directors start the faculty assignment process. Full-time assignments are <i>usually</i> completed by end of September. Current CBA language regarding how to resolve faculty request conflicts is retained.</p>	
<p><u>By October 3 (Week 7)</u>, 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 <i>usually</i> completed by end of October.</p>	
<p><u>By October 31 (Week 11)</u>, 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.</p>	
<p>This process should allow a month for Human Resources to issue and collect Associate Faculty contracts before the semester concludes.</p>	