

APPENDIX I: MOU REGARDING AFT ACADEMIC EXPECTATIONS



Memorandum of Understanding Between Part-Time Faculty United, AFT Local 6262 and the Santa Clarita Community College District

This memorandum of understanding establishes an agreement between the Santa Clarita Community College District (“District”) and the Part-Time Faculty United, AFT Local 6262 (“AFT”). We hereby confirm that that we have negotiated, in good-faith, the following language effective as of the date signed below.

Academic Expectations for all semester and session assignments:

- a. Unit members must accept their teaching assignment, found through MyCanyons (<https://wa.canyons.edu>) via the Contracts icon, before the start of the semester/session or risk losing their assignment. If the contract is not available before the start of the semester/session, the Unit Member should email their Instructional Dean. Unit members are encouraged to save a copy of their signed contract.
- b. Upon acceptance of their teaching assignment, unit members shall order textbooks, through the district’s online bookstore system (confirming if no textbooks are needed for the class). The Unit Member may also work through their department chair or curricular coordinator for textbook ordering. Textbook orders are to be submitted for each section to be taught by the appropriate deadline communicated by the district.
- c. Unit members shall fully adhere to the official Course Outline of Record when teaching their class(es).
- d. Unit members shall conduct class(es) for the full, required contact hours per established modality in the assigned classroom (where applicable) as noted in the official published Schedule of Classes. Once the semester or session has begun, any requested changes by the Unit Member to what is noted in the official published Schedule of Classes (e.g., location change) must be confirmed with and approved by the respective district administrator (e.g., Dean) in advance.
- e. All learning management system course shells must be activated by the first day of instruction for online, hybrid, onlineLIVE, online/onlineLIVE, and HyFlex classes.
- f. All syllabi must be made available to students by the first day of instruction. Copies of all syllabi must be distributed to the respective district administrator (e.g., Dean) by the end of the first week of classes. Adjuncts will work with the district to ensure all syllabi are 508 compliant (accessible for disabled students) as quickly as possible. The district will provide resources to assist adjuncts in making their documents 508 compliant.
- g. Absences must be reported to the Dean before the scheduled class meeting (whenever possible), and the Unit Member shall coordinate with the substitute instructor any planned assignments for their students during the absence period, to ensure continuity of instruction, and in alignment with Administrative Procedure 4024 on Substitute Instructors.

- h. Unit Members shall record the results of all graded assessments for all students using the district’s learning management system (e.g., Canvas Gradebook). If the unit member is not officially certified via the district’s learning management system (e.g., Canvas), the adjunct must not publish the learning management system course shell.
- i. Unit Members shall grade assignments in a timely manner so that students may monitor their progress throughout the semester or term.
- j. Final grades for all students must be submitted by the Unit Member no later than 48 hours after the last day of instruction per the Schedule of Classes, not including the weekend.

The above is agreed to by both AFT and the District.

Diane M. Fiero Jun 30, 2023
For the District: Diane M. Fiero Date

AL Heaton Jul 1, 2023
[S. Warren Heaton Jr. \(Jul 1, 2023 12:54 PDT\)](#) Date
For AFT: Warren Heaton