

FACULTY PROFESSIONAL RESPONSIBILITIES PLAN (FPRP) ADMINISTRATIVE PROCEDURE  
MANAGEMENT PROCEDURES

The Collective Bargaining Agreement (CBA) between the San Mateo County Community College District (SMCCCD) and the San Mateo Community College Federation of Teachers Local 1493 AFL-CIO (AFT) 2019-2022 establishes a Workload Pilot Project as specified in Article 6: Workload:

**“6.5 WORKLOAD PILOT PROJECT:** The District and AFT shall implement a two-year pilot program utilizing the process set forth in this Article for the allocation of professional responsibilities. The pilot program shall be conducted in the 2022-23 and 2023-2024 academic years. During the period of the Pilot, subsection 6.5 supersedes any conflicting provisions of Article 6, and replaces Appendices D-1, D-2 and D-3.”

First-year contract faculty are not otherwise subject to the terms of this Article, and will work with their deans in taking on an appropriate level/type of professional responsibilities that allows them to focus primarily on teaching.

Each faculty member will create a professional responsibilities plan (FPRP) by selecting items from the table below (Table 1) that they will perform over the academic year. The FPRP will describe the professional responsibilities with specificity. For example, activities related to course development will identify the specific course; similarly, activities related to training will describe the subject matter and general scope of the training. Professional activities that depend on appointment by the Academic Senate may only be included in a Plan if the appointment has already been made. Activities that depend on dean approval (e.g., program coordination) may only be included after securing dean approval.

.5 point	1 point	2 points	3 points
Update/revise specified course outlines of record	Evaluate adjunct faculty	Serve on scholarship committee	Develop and assess plans for state-mandated initiatives
Monitor and train student tutors who support our classes	Evaluate tenured faculty	Serve as a-member of a College Academic Senate. (Not eligible if receiving release time.)	Serve as department lead
Mentor new faculty (assigned by Division Dean)	Serve on Division Evaluation Committee	Write program review	Serve on Curriculum Committee/Committee on Instruction
Participate in preparing accreditation report (committee member)	Write proposals for department, division or college projects/grants	Degree/certificate creation and submission	Athletic or arts performance off-campus program promotion, transportation to student competitions or

			performances, outreach to high schools
Serve on Accreditation oversight committee	Write new course outline/develop new course	Serve on FT faculty or administration hiring committee <50 applicants	Coordinate program
Serve on CTE advisory committee where mandated by statute	Serve on the District Academic Senate Governing Council. (Not eligible if receiving release time.)		Accreditation Committee Chair
Attend Division meetings regularly (This shall be a mandatory activity on all plans, unless mutually agreed with the dean.)	Advise a college-approved student club. (Maximum of 2 clubs per Plan unless mutually agreed between the faculty member & dean. Additional advising activities are permitted, but voluntary.)		Serve on FT faculty or administration hiring committee 50 – 100 applicants
Attend Department meetings for departments that meet regularly	Serve on flex planning committee		Serve on Tenure Review Committee
Assess course or program SLO's	Serve on Professional Development Committee (article 13 money)		**Serving on FT faculty or administrative hiring committee >100 applicants should be 4 points
	Serve on District/Campus Participatory Governance Committee		
	Serve on Institutional Effectiveness Committee		
	Develop and/or lead 3 or more skills workshops led in Learning Center		

	Supervise Independent Study of one student or Research capped at one per academic year, unless independent study is necessary for a student to graduate due to a course cancelation or other exigent circumstance, and the faculty member is requested to provide this service by the dean.		
	Other district/campus standing committees		
	Serve on the planning committee of, or prepare academic content for, a college-wide annual event. 1 event per plan.		
	Serve on a college Evaluation Guidance Committee.  (Shall not count toward point calculation if performed by a senate representative receiving release time to perform their elected duties. Shall count if elected official opts to designate another senate representative to perform this duty.)		

Table 1

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### THE POINT SYSTEM

The professional responsibilities plan will need to include a mix of activities with a minimum combined points of value within the **range of 6-7 points each academic year (except for Non-Instructional faculty; see below)**. Where a faculty member’s particular professional activity could fall under more than one of the activities generally described in the table, it will be counted once, under the activity with the highest point value. Activities that have an assigned FLC value in Appendix F, or activities for which a faculty member is receiving release time, shall have a point value of “0”. The faculty and unit administrator may jointly include items that are not on this list and add them to one of the tiers.

Faculty Type	Number of Points on FPRP
Instructional	6-7
Non-Instructional: Counselors	5
Non-Instructional: Librarians	4
Non-Instructional: All Others	0

Table 2

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## THE FPRP FORM

Each faculty member will submit a draft FPRP for approval using the Faculty Professional Responsibilities Form. Draft plans will be submitted no later than **May 31<sup>st</sup>** in the academic year before the plan is scheduled to take effect. (For example draft FPRPs for Academic Year 2022-2023 are due May 1<sup>st</sup>, 2022)

[https://smccd-czqfp.formstack.com/workflows/faculty\\_professional\\_responsibilities\\_form?sso=6234b8dfe3544](https://smccd-czqfp.formstack.com/workflows/faculty_professional_responsibilities_form?sso=6234b8dfe3544)

Below each section in the form there is a space for faculty to describe the professional responsibilities with specificity, as needed. The form also includes multiples of certain professional responsibilities, such as “Evaluate tenured or adjunct faculty 1 points”.

If, for example, if a faculty member was planning to evaluate two (2) adjunct faculty they would check two (2) separate boxes labeled “Evaluate tenured or adjunct faculty 1 point”. In the section below the faculty member would identify each of the faculty they are planning to evaluate.

The form will automatically sum the points the faculty member has selected and will prevent a faculty member from submitting a form that has less than 4 points worth of professional responsibilities, although an individual faculty member may be required to have more than 4 points worth of responsibilities based on their faculty type.

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## THE FPRP APPROVAL PROCESS

Once the faculty member has created a draft Plan, the member will submit it to their dean for review and approval. Plans for the following academic year will be submitted for review no later than May.

1. Plan’s shall be approved unless one of the following applies:
  - a) The Plan includes activities for which there is no institutional need during the academic year covered by the plan. For example: A plan includes evaluation of tenured faculty and no tenured faculty evaluations are scheduled for this period. In this case, the dean will advise the faculty member that a chosen activity is not available and the faculty member will revise the plan accordingly.
  - b) The plan includes activities for which the demand exceeds supply. For example, multiple faculty include in their plans writing a new course curriculum for the same course. In this case, the dean will inform all faculty interested in this activity, and request that they resolve among themselves who will take on this particular activity. If the faculty are unable to resolve among themselves, the dean will make the assignment and instruct the others to revise their plans.

c) There is an institutional need for a professional activity that an insufficient number of faculty have included in their plans. For example: there is need for a particular curriculum review that no one has included in their plan. In this case, the dean will first ask for a volunteer to modify their plan. If that fails, the dean may assign the activity. However, a dean may not require a faculty member to serve on more than two tenure review committees, or more than 2 hiring committees in an academic year, even where the total points do not exceed 7 points. The assigned faculty member may then, at their sole discretion, determine what to delete, of the same point value, from their plan. This same approach shall be used if an urgent, unanticipated, institutional need arises after the academic year has begun. An “urgent” institutional need is one where, if not addressed, the District will: 1) be in violation of law; or 2) be unable to proceed with a hiring process. No faculty member will have their professional plan involuntarily adjusted in this manner more than once during the period of the pilot program.

d) Professional responsibilities in the plan are not specified with detail. In this case, the dean will return the plan to the faculty member and indicate which items require additional detail.

e) The plan is for less than the total required points for that faculty member based on their faculty type. In this case, the dean will return the plan to the faculty to add additional professional responsibilities and resubmit their plan.

If there is a specific, time sensitive need for the faculty member to provide all of the existing services on the member’s plan, the dean may request that the member not delete any activities, so long as the total point value does not exceed 7. If the faculty member is requested by the dean not to delete any activities resulting in a plan that exceeds 7 points, and the faculty member agrees to do so, the faculty member will be compensated for the additional service at the special rate for the actual hours spent. Alternatively, faculty requested to exceed the point requirement in year one of the pilot may opt to receive credit for the following year. No faculty member can be required to exceed more than 7 points in an academic year. If the dean does not request additional service, the faculty member may choose, at their sole discretion, not to delete any activities from their plan. However, such voluntary additional service does not result in additional compensation.

Nothing in the Plan development and approval process precludes a dean and faculty from mutually agreeing to modifications to a Plan after the academic year has begun to address new opportunities or areas of need.

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#### THE FPRP REPORT

By June 15 of each year in the pilot program, each faculty member shall prepare a brief professional responsibility report covering each professional activity included in that year’s plan. The report shall include: 1) The specific project or activity undertaken; 2) The status of the project or activity at the time of the report; 3) Whether the expected progress on the project or activity was made; and 4) If the expected progress was not made, why not. The Report shall be submitted to the faculty member’s supervising dean and included in the faculty portfolio as part of the faculty member’s evaluation.

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#### RESOLVING COMPLICATIONS, DISPUTES, OR DIFFICULTIES

Faculty or Deans can refer any complications, disputes, or difficulties with regards to the submission, approval, completion, or reporting of their FPRP to the Districtwide “Pilot” Committee: AFT President (or designee), DAS President (or designee), Vice Chancellor of Educational Service and Planning, and the Director of Human Resources. This includes disagreements over point values assigned to activities not currently identified in the negotiated points matrix.