

1 **ARTICLE 18: VOLUNTARY REASSIGNMENT**
2 **Victor Valley College Faculty Association**
3 **to the**
4 **Victor Valley Community College District**
5 **5/1/2025**
6

7 The intent of this article is to allow full-time faculty members equal
8 opportunity to apply to newly created or vacant full-time faculty
9 positions and/or non-instructional positions.
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11 A. Definition of voluntary reassignment: A reassignment is
12 defined as a change from one position to a different position
13 within the bargaining unit.
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15 1. Notice of newly created or vacant full-time faculty
16 position openings: The District shall distribute written
17 notification of position openings, giving specific details of
18 the position(s).

19 2. Application process: Full-time faculty members may
20 request a voluntary reassignment by submitting a written
21 application for an open position with the Office of Human
22 Resources within seven (7) working days of the initial
23 distribution.
24

25 3. Only full-time faculty members meeting the minimum
26 qualifications/equivalency of the position will be
27 considered for reassignment.

28 4. ~~Department members may participate in the selection~~
29 ~~process and are encouraged to provide input to the Area~~
30 ~~Administrator or designee.~~ Once the application has been
31 submitted to the District, the Department Chair of the
32 program/discipline shall be notified and shall review the
33 unit member's application and make a recommendation to
34 the Area Administrator.
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36 5. The Area Administrator or designee has the right to
37 request that the position be opened externally. Unit
38 members can apply externally for the position.

39 B. Definition of non-instructional assignments:
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41 ~~1. Grant Collaborators~~
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43 ~~Each non instructional grant collaborator position shall be~~

44 identified in a job
45 description which will include the duties and the number
46 of hours required to complete the assignment.
47 Compensation shall be based on the current hourly/unit
48 rate. Faculty involved in grant writing shall have priority
49 for all non-instructional assignments related to the grants
50 on which they have collaborated. In the event that faculty
51 involved in the grant writing procedures decline the non-
52 instructional assignment related to the grant on which they
53 have collaborated, the position will be open to all full-time
54 faculty. Faculty will have ten working days from the day
55 the job is posted to apply via a letter of interest to the
56 appropriate administrator.

57 58 2. Facilitators

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60 All non-instructional facilitator positions available for the
61 following academic year, as determined by the Vice
62 President of Instruction or designee, will be provided to
63 the Association by March 15 for review. The Association
64 may submit its recommendations for non-instructional
65 facilitators and the justification or rationale for each by
66 April 1. All facilitator positions will be posted by May 1.
67 Facilitators will assume their responsibilities in the fall for
68 a term of one year.

69
70 Each non-instructional facilitator position will be
71 identified in a job description which will include the
72 duties and the number of hours required to complete the
73 assignment as determined by the District.

74
75 Full-time faculty applying for any approved facilitator
76 position (instructional or non-instructional) will submit a
77 letter of application detailing their qualifications, goals
78 and other elements in line with the facilitator job
79 descriptions posted by the District. Full-time faculty will
80 have ten working days from the day the job is posted to
81 apply via a letter of interest to the Vice President of
82 Instruction or their posted designee.

83
84 Each month, facilitators will provide to the Vice President
85 of Instruction or authorized designee a timesheet of hours
86 completed, and a report detailing their goals, activities,
87 and challenges for that month. Partial months can be
88 combined with the next or previous month (for example,
mid-February for Spring semester can be combined with

March; May and June can be combined).

All facilitator work will be completed on campus if the facilitator is provided with the necessary equipment (physical and technical) to complete their voluntary reassignment. Specific work space outside of the facilitator's office will be provided upon request to complete the duties of the assignment. Any facilitator work shall be counted to the 40% on-campus requirement as per Article 13.

Facilitator positions left unfilled by the last working day of May shall be posted a second time for full-time faculty interest. If no full-time faculty member applies for a facilitator position by the end of the Spring semester, then the District can take other steps to fill the position as permitted by law.

Facilitators will be compensated each semester with their choice of reassigned time or a stipend.

For facilitator work in Summer and Winter sessions, current facilitators may request approval for additional hours to complete work, not to exceed 10 hours per week at the full-time faculty member's current hourly rate. A letter from the full-time faculty facilitator detailing the rationale for Summer and Winter facilitator

compensation shall be submitted to the Vice President of Instruction no later than mid-May for Summer sessions, and mid-November for Winter sessions. Facilitators who work Summer and Winter sessions will be compensated in two equal installments each session with a stipend based on the assigned hours multiplied by the current applicable hourly/unit rate (Appendix C). No facilitator will be required to work in Winter/Summer sessions.

If required by state and federal agencies or for compliance to accreditation standards the following facilitator positions shall be offered each year:

- a. Curriculum
- b. Distance Education
- c. Program Review
- d. Student Learning Outcomes & Assessment
- e. Articulation Officer

If required by state and federal agencies or for compliance with the Student Success Initiative, the following facilitator positions shall be offered each year:

- a. Writing Center
- b. Communications Center
- c. Math Lab
- d. Library

The following facilitator positions may be offered at the discretion of the District each year:

- a. Clinical Nursing CNA
- b. Clinical Nursing Medical Assistant
- c. Clinical Nursing
- d. Study Abroad
- e. PACE
- f. Model UN
- g. Paralegal
- h. CAHSEE
- i. Aviation
- j. Restaurant Management
- k. Honors
- l. Off-Site Facilitators
- m. CFIE (Ram) Coaches -- Applicants must have successfully completed Ram Coaching as a participant prior to the semester they are applying for Ram Coaching. Number of Ram Coaches is at the discretion of the District.
- n. Engagement Center – The number of Engagement Center Facilitators is at the discretion of the District.
- o. Academic Discipline Facilitator
- p. Peeps Coordinator
- q. Work Experience Coordinator

Additional facilitators may be added at the discretion of the District after consultation with the Association at least two weeks before positions are posted by the District.

Beginning Fall 2025, no unit member shall hold any facilitator position for more than five consecutive years. If no interest in the position by other unit members occurs in the sixth year, the current facilitator can reapply.

~~3. Ad Hoc Assignments~~

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180 ~~Ad hoc, temporary, one-time assignments are at the sole discretion of the District. These assignments will~~
181 ~~be identified in a job description which will include the duties, hours, and amount of reassigned~~
182 ~~compensation and must be posted. Full-time faculty will have ten working days from the day the job is~~
183 ~~posted to apply via a letter of interest to the appropriate administrator.~~