

TO: College Presidents, Vice Presidents, and Educational Administrators

FROM: Julie Johnson, Chief Human Resources Officer

CC: Melissa Moreno, Chancellor

DATE: January 27, 2025

SUBJECT: Education Code Compliance Regarding Workload for Part-Time Faculty

The California Education Code limits part-time faculty to a maximum of 67% of a full-time load. An exception is any assignments “ancillary” to regular faculty work. (Ed. Code 87482.5.c.1).

For Fall 2025, Deans and appropriate Vice Presidents are responsible for ensuring that the total District-wide load for part-time faculty does not exceed 67%.

**Definition of Ancillary.** An ancillary assignment can be defined by the collective bargaining agreement (CBA), and some are described in the Education Code. At SMCCCD, the general rule/practice is, given our current terms of the CBA, that **if an assignment is loaded for full-time faculty and counts towards their required 30 FLCs, then it shall be counted towards the 67% load maximum for part-time faculty.** The District intends to negotiate more precise definitions through bargaining, as stated in the District’s sunshine proposal.

Ancillary – can go over 67%	Not Ancillary – limited to 67%
Governance and Representation: such as Academic Senate or AFT work	Teaching, non-instructional counseling, and library work (e.g., academic and faculty advising)
Advising student organizations	Coaching and academic advising for students
Professional development of oneself	Curriculum development, including updating websites with curriculum-related content as an assignment

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Test and Exam coordination (e.g., disability resource work).	Coordination of academic and student support programs. (e.g., PD, OER, ZTC, Learning Communities, Distance Ed, Dual Enrollment)
Grant writing	
Outreach	

Until a Board- and AFT-approved contract explicitly states categories of ancillary assignments, all assignments outside of the categories listed below shall count towards load for calculating the 67% maximum load each semester.

The appropriate VP is responsible for ensuring compliance with the 67% Law. When it is not clear if an assignment should be ancillary, the VP shall contact Human Resources before proceeding with an assignment.

**Assignments Between Campuses.** The home campus is determined by the initial date of hire. The primary campus (or home or first-hiring campus) has the first right of refusal for loading part-time assignments. A department Dean outside the primary campus must first communicate with the home campus VP office before loading assignments for part-time faculty to ensure compliance with the 67% Law.

Some common caveats:

- Ancillary is **not** synonymous with non-instructional
- Grant-funded assignments are not automatically ancillary
- Workload reports may say “ancillary.”
- A checked box is not determinative of the appropriate designation; it is the nature of the actual work.