

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR R-124
		FACULTY, PACE
ISSUE DATE: May 08, 2008	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	
REPLACES: HR Guide R-124 dated March 26, 2008	CHANGES: Technical Correction: Definition of Capacity Utilization revised	

I. POLICY

It is the policy of the District to develop hiring procedures that expedite the selection and processing of faculty who are expert in subject areas and who are also qualified in specialized teaching modalities used in specially delivered instructional programs such as PACE.

II. DEFINITIONS

- **Capacity Utilization (CAP)** is the percentage of a pay scale a particular employee is paid. CAP is normally 100 percent for full time salaried and all hourly employees, but varies for department chairs, PACE instructors, summer instructors, and part time salaried employees.
- **Project for Adult College Education (PACE)** is an accelerated interdisciplinary program designed for working adults which presents a group of interrelated courses organized around a core theme each term and where curriculum is taught in an integrated manner with faculty collaboration across disciplines.
- **PACE Faculty Roster** is a roster of discipline-experienced faculty experienced in interdisciplinary collaborative teaching modalities maintained to facilitate the selection of temporary PACE faculty.
- **Limited Eligibility Rule** limits the number of semesters a person is allowed to be employed as a temporary faculty member to not more than two (2) semesters in three (3) consecutive academic years in an assignment greater than 60 percent (60%) of a full-time assignment (Education Code § 87482 b).
- **Track** is the short term start and end dates for a set of PACE classes. PACE classes are all a standard length of eight weeks. Each semester has two tracks, the first eight weeks and the last eight weeks. Summer session has one track of PACE classes.

III. REQUIREMENTS

- A. The college PACE director, relevant discipline/department chair(s), and Vice President of Academic Affairs (or his/her designee) form a core selection committee as described in HR Guide R-122, Faculty, Limited.
- B. PACE faculty may be staffed using one of the following hiring procedures:

1. **Monthly Rate Faculty:** All PACE assignments shall be staffed as specified in [AFT Faculty Agreement Article 13 Assignment, A. Assignment Full-Time, 12, PACE](#). Faculty assigned to PACE courses shall be monthly rate employees (including limited contract). Faculty may also be employed as adjunct faculty but only with the permission of the college president and the AFT Chapter president. Form [HR R-124, Request to Waive PACE Contract Provision](#) needs to be used for this purpose.
2. If a monthly rate faculty member is unavailable, then one of the following options is used:
 - a. **PACE Roster:** Follow process described in III.C. below.
 - b. **Limited Faculty:** Follow process described in [HR Guide R-122, Faculty Limited](#).

C. PACE Faculty Roster Selection Process

1. The PACE Faculty Roster process is an alternative method to the regular temporary faculty selection and hiring process colleges and their PACE programs may use to select temporary PACE faculty without the need to repeat any further selection process.
2. The PACE Faculty Roster process does not preclude or prevent in any manner whatsoever a college and its PACE program from conducting a search in lieu of using the PACE Faculty Roster process.
3. The determination to use the PACE Faculty Roster process in lieu of the standard selection process shall be made in consultation with the PACE director, the relevant discipline/department chair, and the Vice President of Academic Affairs (or his/her designee).
4. If consensus exists to use the PACE Faculty Roster process, the college must also ensure compliance with LACCD Board Rule, Chapter X, Article III, Section 10304.2 and any relevant concomitant local processes occurs.

D. Placement of Faculty Member on the PACE Roster

1. A PACE faculty member is eligible to be placed on the PACE Faculty Roster when all of the following conditions have been met:
 - a. The faculty member has been selected within the last eight (8) semesters by faculty selection process as defined in [LACCD Board Rule Chapter X, Article III, Section 10304.2](#).
 - b. The faculty member has successfully completed at least one full-term in the capacity for which he or she was selected.
 - c. The faculty member has received at least one (1) satisfactory formal evaluation as a PACE faculty member as specified in the LACCD and [AFT Faculty Agreement, Article 19, O, P](#).
 - d. The faculty member has successfully completed a PACE assignment at least once within the last eight (8) semesters.

- e. A faculty member with limited eligible status may remain on the PACE Faculty Roster but will not be eligible to be assigned more than 60 percent (60%) of a full-time load until such time his or her limited status changes.
2. In the event a faculty member receives a “less than satisfactory” rating at any time while serving in a PACE assignment, that faculty member will be removed immediately from the PACE Faculty Roster.

E. General Policy and Procedures

1. Faculty assigned to PACE courses shall be monthly rate employees (including limited status) as specified in [AFT Faculty Agreement Article 13.12, PACE](#).
2. A PACE faculty member who would exceed his/her limited eligibility may not be hired.
3. **Sessions Applicable:** PACE classes may be offered Spring, Summer, and Fall. PACE faculty do not teach Winter Inter-Session.
4. **Capacity Utilization Level (CAP):** Assignments less than 1.00 FTE should have the capacity utilization level indicate the percentage of payment. Human Resources Division, District Office, converts the FTE to CAP for assignments of less than 1.00 FTE after the assignment is submitted into the SAP system.

F. Assignment Procedure

1. The assignment process should be initiated as soon as the selection process is completed and the candidate accepts the job offer.
2. Table R-124A, Human Resource PACE Faculty Clearance Process (at right), identifies when Human Resources, District Office, must be cleared.
3. The appointment should be initiated by the Vice President, Academic Affairs or designee as described in [HR Guide P-100 Assign Employee](#).

TABLE R-124A HUMAN RESOURCE PACE FACULTY CLEARANCE PROCESS	
PROCESS	REQUIRED
Regular Faculty	No
PACE Roster	No
Limited Faculty	Yes

G. PACE Assignment Coding

1. **Job Codes:**
 - 0748 Faculty, PACE (regardless of session taught)
 - 0811 Instructor, Adjunct with approved [Request to Waive PACE Contract Provision](#) (“PACE Waiver”)
2. **Personnel Sub Areas:** FRC1 (Fall and Spring Semester Assignments)
FRZ1 (Summer Assignments)
3. **Assignment Dates:** PACE assignments in both Job Codes 0748, Faculty PACE and 0811 Instructor, Adjunct, are to be written over the entire semester regardless of whether the employee works the first or second track or both tracks. Table R-124B, PACE Assignment Chart, identifies semester / session dates. FTE and Capacity Utilization procedures determine when payment is made. See PACE Track / Payment Schedule below for details.

4. **Adjunct Assignments:** Adjunct assignments are to be written from the start date of the semester / summer session following regular Protocol procedures.
5. **Summer Assignments:** Capacity Utilization determination for summer session is handled as follows.
 - a. Colleges identify the actual FTE value of each summer assignment as shown in Table R-124A, PACE Assignment Chart.
 - b. Human Resources, District Office, multiplies the FTE value by 125 percent and manually inputs the Capacity Utilization value into the SAP system InfoType 008, Basic Pay, changes the start and end dates to reflect when the CAP increase is effective.
6. **FTE:** Since the PACE program consists of half-semester short-term classes, the number of hours taught each week is twice as many hours as the same class would meet over the course of a regular semester. The accelerated class meeting rate results in PACE faculty assignments being processed in a manner similar to adjunct faculty in that all PACE classes begin on the first day of the PACE term/session and end on the last day of the PACE term/session at the college.
 - 1) PACE FTE is determined by dividing standard hours taught by the discipline load.
 - 2) PACE Job Code 0748 assignments are limited to 1.00 FTE. If, however, an assignment must exceed 1.00 FTE, all standard hours in excess of 1.00 FTE are assigned to Job Code 0811, Instructor, Hourly.
 - 3) Table 124B, PACE Assignment Chart, below, compares PACE teaching loads with standard teaching loads.

**TABLE R-124B
PACE ASSIGNMENT CHART ¹**

DISCIPLINE LOAD ²	FALL SEMESTER			SPRING SEMESTER			SUMMER SESSION		
	SEPTEMBER 1 – JANUARY 31			FEBRUARY 1 – JUNE 30			JULY 1 – AUGUST 31		
	STANDARD HOURS	FTE ³	CAP ⁴	STANDARD HOURS	FTE ³	CAP ⁴	STANDARD HOURS	FTE ³	CAP ⁴
15	2	.13	13.33	2	.13	13.33	3	.40	50.00
	3	.20	20.00	3	.20	20.00	4	.53	66.67
	4	.27	26.67	4	.27	26.67	5	.67	83.33
	5	.33	33.33	5	.33	33.33	6	.80	100.00
	6	.40	40.00	6	.40	40.00	7	.93	116.67
	9	.60	60.00	9	.60	60.00	7.5	1.00	125.00
	12	.80	80.00	12	.80	80.00	> 7.5	1.00 ⁵	125.00
	15	1.00	100.00	15	1.00	100.00			
	16 or More	1.00 ⁵	100.00	16 or More	1.00 ⁵	100.00			
12	2	.17	16.66	2	.17	16.66			
	3	.25	25.00	3	.25	25.00	3	.50	62.50
	6	.50	50.00	6	.50	50.00	6	1.00	125.00
	9	.75	75.00	9	.75	75.00	> 6	1.00 ⁵	125.00
	12	1.00	100.00	12	1.00	100.00			
	13 or More	1.00 ⁵	100.00	12	1.00 ⁵	100.00			
18	2	.11	11.11	2	.11	11.11	2	.22	27.78
	3	.17	16.67	3	.17	16.67	3	.33	41.67

¹ PACE assignments are processed in Job Code 0748 Faculty, PACE.
² Discipline Load sequence is listed in frequency of use.
³ FTE = Full-Time Equivalent. See HR Guide H-800, Full-Time Equivalent (FTE) Definitions and Limitations, for details.
⁴ CAP = Capacity Utilization Level. See HR Guide H-500, Pay Scales, for details.
⁵ If an assignment exceeds 1.00 FTE, the overage must be assigned to Job Code 0811 Instructor, Hourly. See HR Guide R-130, Faculty Adjunct, for details.

H. PACE Track / CAP Payment Schedule

1. **Pay By Class / Level Pay:** PACE faculty is paid the appropriate percent of the salaried rate based on FTE for the semester as detailed in Tabled R-124B, PACE Assignment Chart, above. See HR Guide H-610 Level Pay for details.
2. **FTE, including fractional FTE assignments:** Assignments are written for the entire semester (five months). If the instructor is teaching Track 2, Capacity Utilization Level (CAP) is to be set at zero (0) until the class starts. At that time, the CAP is then reset to the actual number.
 - a. Overpayments are avoided by changing the Capacity Utilization Level (CAP) to reflect the PACE track worked.
 - If, for instance, an instructor teaches PACE Track 2 but not Track 1, the College should request a “Zero” capacity utilization until Track 2 starts. When Track 2 starts, the College should then request the “actual” Capacity Utilization be input back dated to the first day of the semester. This action generates a “Level Pay retro payment” for the months of payment before service began.
 - If an instructor does not teach, the CAP remains at Zero and no payment is made.
 - b. Table R-142C, PACE Track / CAP Payment Schedule, illustrates common track-teaching-CAP patterns.

TABLE R-124C PACE TRACK / CAP PAYMENT SCHEDULE			
TRACK	INSTRUCTOR TEACHES	CAP SETTING	PAYMENT OCCURS
1	Yes	Actual	Yes
2	No	Actual	Yes
1	No	Zero *	No
2	Yes	Actual	Yes
1	No	Zero	No
2	No	Zero	No
1	Yes	Actual	Yes
2	Yes	Actual	Yes
* Reset to actual after track begins.			

IV. **ADDITIONAL SOURCES**

CALIFORNIA EDUCATIONAL CODE

87481 Employment of Temporary Faculty Members; Classification
87482 Employment of Temporary Faculty Members

LACCD BOARD RULES

Chapter VI, Instruction

[Article IV, Special Classes and Services](#)

Chapter X, Human Resources

[Article III, Selection Policies, Section 10301 Selection and Assignment of Faculty](#)

LACCD ADMINISTRATIVE REGULATIONS

[E-90 Approval of Instructional Television Courses](#)

LACCD HUMAN RESOURCE GUIDE

[HR P-100 Assign Employee](#)

[HR P-130 Additional Assignment](#)

LACCD COLLECTIVE BARGAINING AGREEMENTS

[AFT Faculty Guild Local 1521: Article 13, Assignment, Section 12. PACE](#)

FORM

[Request to Waive PACE Contract Provision \(HR R-124\)](#)