UF Variance Policies and Guidelines

General Variance Policies

1. The variance request application for faculty evaluations and hiring committees must be submitted to the UF Executive Board (E-Board) by either the department chair or program lead. Submit the application form to uf@uf4cd.org.

2. Please review the variance polices and guidelines prior to submitting the application.

3. Variance requests will be reviewed at E-Board meetings, and provided there are no objections or clarification needed; all employees involved will be notified by the UF.

4. When a variance request determination needs to be made before the next e-board meeting or when the E-board is not in session, then the UF President, in consultation with the UF VP, shall have the authority to approve or reject the variance.

5. The policies contained in this document are guidelines; they are not bylaws or rules. The E-Board may elect to modify these guidelines if the E-Board agrees it is appropriate or necessary. These guidelines used by the E-Board to provide consistency in decision making, and to give employees a reasonable sense of what to expect.

6. Where faculty express reservations to the E-Board about a variance request, the E-Board's general policy will be to reject the request and require that the contract be followed.

1. Evaluation Committee Variances

1.1 Requests for full-time probationary faculty in their third or fourth year to evaluate part-time faculty will be considered "routine" and approved as long as the part-time faculty member being evaluated and the non-tenured faculty evaluator do not object. Requests for probationary faculty in their first year to evaluate part-time faculty will be rejected. Requests for second year probationary faculty to evaluate part-time faculty will be decided on a case-by-case basis.

1.2 Requests for full-time probationary faculty in their first, second, or third year to serve on full-time tenured evaluation committee will be rejected.

1.3 Requests for full-time non-tenured faculty in their fourth year to serve on a full-time tenured evaluation committee will be considered on a case-by-case basis. Probationary faculty cannot be part of another probationary faculty's tenure review committee.

2. Evaluation Committee Timeline Variances

2.1 If a faculty member is scheduled for an evaluation but they will be out for the entire semester or most of it, their evaluation shall be re-scheduled for the following semester.

This one-time modification of the evaluation schedule is made without changing their regular evaluation timeline and does not require a variance.

2.2 If a part-time faculty member's evaluation is not performed as scheduled according to their evaluation timeline and they were teaching that semester, the part-timer should be evaluated the following semester. This does not affect their original timeline and does not require a variance. Applications for staffing preference should not be delayed due to missing a 7th semester evaluation or any subsequent evaluation. Decisions related to staffing preference should always be based on the original timeline and the most recent evaluation.

2.3 Requests for variances to the evaluation timeline shall be considered on a case-by-case basis. Such requests shall be rejected unless the E-Board chooses to consider extenuating circumstances. When necessary, it is allowable for a department chair, in conjunction with the division dean, to re-balance or modify the full-time tenure evaluation calendar. By moving some full-time tenured faculty evaluation timelines to a semester earlier (keeping within Title V requirements of performing 1 evaluation every 6 semesters) it may help a department staff all the evaluation committees more effectively. These modifications can be made when approved by the tenured faculty evaluatee, the department chair, and the division dean, and do not require a variance.

3. Hiring Committee Variances

3.1 All requests for hiring committee variances shall be considered on a case-by-case basis.

3.2 Usually requests to add managers to hiring committees shall be rejected, unless the E-Board chooses to consider extenuating circumstances.

3.3 Requests for full-time non-tenured faculty in their first or second year to participate in full time hiring committees shall be rejected. Full-time non-tenured faculty in their third or fourth year may participate in paper-screening committees as long as there is at least one other full-time tenured faculty member on the committee.

3.4 Requests for full-time non-tenured faculty in their third or fourth year to participate in hiring interviews shall be rejected. On a case-by-case basis the E-Board may elect to allow a fourth-year probationary faculty member to be on an interview committee.

4. Overload Variance Guidelines

4.1 Overload variances are processed by District HR.

4.2 Requests for overload that do not exceed 150%, and do not violate Ed. Code, will be considered routine. District HR will present to E-Board the overload variance requests, organized by department and college, and will be approved in batches unless more information and/or clarification is needed.

4.3 Requests for overload that exceed 150% will be routinely rejected. In some cases, extenuating circumstances can be considered by the E-Board.

4.4 The E-Board supports the right of all faculty to teach overload, within the limits of the law.

4.5 The E-Board supports the target established in California Assembly Bill 1725 that at least 75% of all sections should be taught by full-time faculty. E- Board policies are therefore guided by our desire to see CCCCD's full- time/part-time ratio improve.