



Contra Costa Community College District
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**Side Letter Between Contra Costa Community College District and United Faculty of 4CD
regarding Grant-Funded Teaching Excellence Faculty Internship Stipends**

1/27/2025

Grant and Program Overview

The Contra Costa Community College District (4CD) has been awarded a \$300,000 Equal Employment Opportunity (EEO) Innovative Teaching Best Practices Grant for a 4CD program titled the “4CD Teaching Excellence Faculty Internship” (4CD TEFI). The program provides opportunities for qualified individuals that are interested in pursuing a teaching career at a California community college in Science, Technology, Engineering, and Mathematics (STEM) to work with a Faculty Mentor in a paid internship opportunity during the 2024-2025 academic year. The fall 2024 semester consisted of Saturday workshops conducted by Faculty Leads focused on teaching strategies incorporating principals of diversity, equity, and inclusion. The spring 2025 semester will pair interns with a Faculty Mentor to co-teach and shadow in an actual class section.

Compensation

Faculty Mentors, Faculty Leads, and Faculty Interns were selected through an open process in consultation with Academic Senate leadership. Two Leads were selected for the 2024-2025 year (using a competitive process with interviews and a committee that included Academic Senate presidents). 12 Mentors were recruited and began working with Interns at the end of the fall 2024 semester. 12 Interns were recruited and began attending Fall 2024 workshops conducted by the leads.

Faculty Leads received \$2,500 in June 2024 to compensate for the development of the program workshops that were to take place in Fall 2024. In addition, Faculty Leads receive \$10,000 in 2024-2025, paid monthly. Faculty Mentors receive \$5,000 in two installments: one at the start of the spring 2025 semester and one at the end. Faculty Interns receive \$3,500 in two installments: one at the start of spring 2025 semester and one at the end of the spring 2025 semester.

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Required Activities

Faculty Leads ,Mentors, and Interns signed commitment forms that outlined expectations of the program and of Leads and Mentors. These forms were reviewed and approved by UF leadership. In the event that any Lead, Mentor, or Intern is unable to finish the program during the 2024-2025 academic year, that individual will be compensated on a prorated basis.

Term

This side letter agreement is for the 2024-2025 academic year only. This side letter does not set precedent or modify the collective bargaining agreement in any way.

United Faculty:


Marina Crouse (Jan 28, 2025 10:21 PST)

Marina Crouse
President, UF


Jason Mayfield (Jan 28, 2025 10:04 PST)

Jason Mayfield
Executive Director, UF

4CD:


Jeffrey Michels (Jan 28, 2025 15:26 PST)

Jeffrey Michels
Associate Vice Chancellor
Chief Human Resources Officer


Micaela Ochoa (Jan 28, 2025 14:38 PST)

Micaela Ochoa
Executive Vice Chancellor
Administrative Services