

**Contra Costa Community College District (4CD) and United Faculty of 4CD (UF)  
Tentative Agreement for 2024-2025**

**Compensation**

All faculty (including full-time and part-time faculty) employed during the 2025-2026 academic year will receive a 2% off-schedule “bonus” to be calculated as follows:

- a. For full-time faculty (who are active employees as of the date the Governing Board ratifies the Agreement) a one-time payment of 2% of annual base pay (A-load).
- b. For part-time faculty payment of 2% of fall 2025 and spring 2026 pay, to be paid in two installments: 2% of total fall pay and 2% of total spring pay.

UF and 4CD agree to the goal of affording ongoing salary increases. We will continue the work of the Compensation Committee with particular emphasis in 2025-2026 on seeking strategies for identifying ongoing revenue sources and budgeting strategies that will enable ongoing salary increases. This will include reviewing the District’s OPEB trust and means of paying retiree benefits as well as working with the Districtwide Benefits Committee to consider cost-saving options.

**Athletics**

UF and 4CD share a long-term goal of reducing the need for faculty coaches to drive their players to games. Towards this end, UF and 4CD agree to create a one-year pilot program to allow each head coach to select at least one intercollegiate game (or more if allocated funds [see below] allow, with the approval of the college athletic director), for which the college will arrange for and hire a contracted driver (or drivers) to convey the team to and from the game. Effective fall 2026, funds will be allocated to support travel costs under this program as follows:

CCC:	\$35,000
DVC:	\$70,000
LMC:	\$35,000

The program will be in effect fiscal year 2026-2027, unless extended by mutual agreement. Any unspent dollars allocated for this program in 2026-2027 will roll over to be available in the 2027-2028 academic year. This agreement will automatically reopen for discussion in collective bargaining in spring 2027.

## **Department Chairs**

**11.1 DEPARTMENT CHAIR REASSIGNED TIME:** Reassigned time hours for faculty governance of department chairpersons shall be assigned in accordance with the following:

For Diablo Valley College: 42 lecture hour equivalents each semester

For Los Medanos College: 21 lecture hour equivalents each semester

For Contra Costa College: 21 lecture hour equivalents each semester

These allotments shall be distributed for faculty governance in accordance with Section 11.1.1.

In addition to these hours and the moneys previously allocated to department chair stipends, effective 7/1/02 the amounts allocated shall be augmented by \$200,000, and effective 7/1/09, the total funding for reassigned time allocated to department chairs will be increased by \$138,000, and effective 7/1/18, the total funding will be increased by \$160,000, and effective 7/1/20 the total funding will be increased by \$50,000, and effective 7/1/22 the total funding will be increased by \$300,000 (indexed to salary schedule B-1). **Effective 7/1/26 through 6/30/2029 (unless extended by mutual agreement), allocations for Department Chairs will be supplemented by the sum necessary to increase departments whose chair allocation following the contractual formula falls below 15% to 15% without decreasing the allocation to other department chairs.**

11.1.1.2 Reassigned time and stipend shall be allocated by mutual agreement between the college president and UF vice president in approximate proportion to their ranking: e.g., a ranking larger by a factor of two than a lower ranking receiving time/stipend shall receive an allocation twice as large as the lower ranking. Effective 7/1/09 the minimum reassigned time (or stipend equivalent) for all department chairs will be 10 percent of a full load for all departments established prior to 6/1/2009. **Effective 7/1/2026 through 6/30/2029 (unless extended by mutual agreement), the minimum reassigned time (or stipend equivalent) for all department chairs will be 15 percent of a full load for all departments established prior to 6/1/2026.** Reassigned time or stipends for chairs of departments formed after this date, or for programs created after **7/1/2018 6/1/2026**, will be decided by the College President in consultation with the appropriate UF Vice President.

## **Article 7 “Faculty Load/Class Size”**

7.5.3 One-semester adjustments in maximum class size may be made only during registration with the consent of the unit member involved **or and** the department chairperson/designee. In the event that neither the unit member involved nor the department chairperson/designee is

available during the registration period, management shall make the adjustment and notify the United Faculty within 24 hours.

7.8.1.1.1 Beginning July 1, 2024, for full-time faculty teaching entirely online, a minimum of two (2) office hours per week must be scheduled on campus. For faculty teaching at least one class on campus (either fully on campus or hybrid meeting at least once per week on campus), a minimum of one (1) office hour per week must be scheduled on campus. **Personal Necessity Leave may not be used to regularly avoid on-campus office hour assignments.**

### **Due Process Procedures for Probationary and Regular Faculty**

**The following changes will go into effect July 1, 2026.**

X1.2.12.1 Available Procedures

X1.2.12.1.1 Appeals Process

**The appeals process is available to full-time faculty being evaluated and/or members of the TRC/PRC who believe there has been one or more procedural violations, bias based on criteria described below, and/or an inappropriate improvement plan during the evaluation process. The appeals process is designed to handle expeditiously a complaint of a faculty member being evaluated and/or a member of the TRC/PRC.** This process can be used at any time during an evaluation period; however, complaints filed after a TRC/PRC summary report has been completed must be filed within ten days of receipt of the report by the faculty member being evaluated. The appeals process is not intended to replace the grievance procedure outlined in UF/CCCD Agreement or Board Policy 2002, both of which the faculty member being evaluated is entitled to use.

X1.2.12.1.2 UF/CCCD Grievance Procedure

**A regular faculty member has the right to file a grievance per Article 19 using the UF/CCCD procedure for violation of the evaluation process as described in Appendix X, this article, as it relates to regular faculty members.**

X1.2.12.1.3 Board Policy 2002

**The In the case where there is an allegation of unlawful discrimination or unlawful harassment, a faculty member may should use file a complaint per Board Policy 2002 and Human Resources Procedure 1040.07. to file allegations of unlawful bias, religion, disability, sexual orientation, gender, race, and ethnicity.**

X1.2.12.2 Specifics of Appeals Process

X1.2.12.2.1 Limitations of the Appeals Process

#### X1.2.12.2.1.1 Allegations of bias

This procedure can be used only when alleging bias based on the following: age, religion, disability, sexual orientation, gender, race, ethnicity, philosophical beliefs, pedagogical differences, or discipline-related schools of thought. When alleging bias, the complainant must be able to provide evidence that the evaluator's bias prevents **them him/her** from making an objective evaluation. Any allegation of bias that will result in an appeal of the content of the evaluation will not be allowed; however, the examination of the content of the evaluation may be used to substantiate alleged bias.

#### X1.2.12.2.1.2 Allegations of Procedural Violations

This procedure can be used to allege violations of the procedure outlined in **Appendix X** ~~this article~~.

#### X1.2.12.2.1.3 Allegations of an Inappropriate Improvement Plan

This procedure can be used to allege inappropriateness of activities for improvement.

### X1.2.12.2.2 Steps in the Appeals Process

#### X1.2.12.2.2.1

**To file an appeal, the complainant must complete the appeal form (X1.2.21) available from the president's office and submit it, along with documentation, to the Associate Vice Chancellor, Chief Human Resources Officer (AVC CHRO) within fifteen (15) working days after the post-evaluation conference with the evaluatee.**

**The complainant must formally file an appeal a complaint by completing an appeal form available in the president's office. S/he must provide evidence that supports the claim. The faculty member must submit the form to the chair of the Due Process Panel.**

#### X1.2.12.2.2.2

Once the complaint is received, **the AVC CHRO will notify the site-specific College President and UF Vice President. In consultation with the College President and UF Vice President, the AVC CHRO will convene a Due Process Panel (DPP) that includes one UF Representative, the academic senate president or designee, and a manager chosen by the president. The committee shall be selected to ensure neutrality. No member of the DPP shall have served as an evaluator of the complainant.**

**the chair must notify the members of the PRC (if the complaint is from the evaluatee), the evaluatee (if the complaint is from a member of the PRC), and the college president that a complaint has been filed.**

X1.2.12.2.2.3 The **DPP** chair may attempt to resolve the complaint informally. **If the appeal is resolved informally, the DPP Chair shall notify the AVC CHRO, who shall inform the College President and UF Vice President.** If the **complaint appeal** is not resolved informally within five working days or the chairperson determines that an informal resolution is not possible, the panel shall proceed formally to investigate the **appeal complaint**.

#### X1.2.12.2.2.4

The panel shall review all supportive documentation provided by the complainant and **may interview the employee who filed the appeal and/or members of the TRC/PRC as well as others who may attest to the validity of the complaint.** **The DPP chair** shall provide **TRC/PRC members who are named in the appeal** **shall be given** an opportunity to respond **to the complaint, any allegations of bias against them.** The evaluatee shall be given the opportunity to comment on this response and/or findings.

#### X1.2.12.2.2.5

The panel shall **make a tentative decision and** confer with the president before **the panel renders findings and makes a final decision recommendation** is made. The panel shall **make every effort to render the findings and recommendation** in writing within fifteen (15) working days of receipt of a written complaint. The **findings and final recommendation written report must be delivered to the college president and AVC CHRO and** must summarize the evidence considered and the reasoning involved in **the recommendation decision**, noting minority opinion, if any.

#### X1.2.12.2.2.6

The **DPP panel** can render the complaint either to be groundless or to have merit. If the complaint is groundless, no remedial action shall be recommended. If it has merit, the panel can **inform recommend to the President** that one of the **TRC/ PRC members must** **should** be replaced, **and/or** that the procedures and/or timetable require modification, **and/or**, in extreme cases, that a new process be started no later than the beginning of the following semester. The president shall **make the final determination and shall inform the DPP and AVC CHRO in writing within 5 working days and shall provide a written explanation for the decision.** If the recommendation involves changes to committee membership, process modifications, or a new evaluation, the President shall ensure that any changes or actions are implemented. The AVC CHRO shall share a summary of the findings and the final determination with the employee who filed the appeal as well as with all affected parties and the UF. **ensure that the panel's decision is implemented.**

X1.2.12.2.2.7

If a peer or manager chosen by the faculty member has to be replaced, the faculty member shall select the replacement; if chosen by the department/subarea, the department/subarea selects the replacement. If a peer or manager chosen by the college president faculty has to be replaced, the college president shall select the replacement.

~~X1.2.12.2.3~~

**Composition of the Due Process Panel** The panel shall be appointed annually in September and shall consist of a UF representative, the academic senate president or designee, and a manager chosen by the president. A panel member cannot serve on an evaluation committee.

**X1.2.21** and **X1.3.21**

Contra Costa Community College District  
Evaluation Appeal Form for Probationary and Regular Faculty

**A complainant must complete and submit the Evaluation Appeal Form in order to begin the appeal process.**

Today's Date:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

College:

Department:

**Role in the Evaluation Process:**  **Evaluatee**  **Evaluator**  **Evaluation Committee Chair**

Under which category or categories does this appeal apply? (Check all that apply)

**Allegation of Bias**

Use only when alleging bias based on the following: age, religion, disability, sexual orientation, gender, race, ethnicity, philosophical beliefs, pedagogical differences, or discipline-related schools of thought. When alleging bias, the complainant must be able to provide evidence that the evaluator's bias prevents him/her/them from making an objective evaluation. Any allegation of bias that will result in an appeal of the content of an evaluation will not be allowed. The examination of the content of an evaluation may be used to substantiate alleged bias.

**Allegation of Procedural Violation**

Use to allege violations of the procedure outlined in the Evaluation Guidebook (Appendix X). **When alleging a procedural violation, the complainant must list the specific article(s) from Appendix X and provide a thorough description of how the article(s) was/were violated, and any supporting documentation (such as emails, meeting notes, text messages, etc.).**

**Allegation of Inappropriate Improvement Plan**

Use to allege inappropriateness of remedial activities. **When alleging the inappropriateness of remedial activities, the complainant should be specific about which activities on the improvement plan are inappropriate and why.**

**Last Updated 11/2025**

### **Tenure Review Committees**

X.1.2.3.4.1 The TRC shall select a chair by majority vote whose responsibilities include the following:

- A) convening the TRC conferences at least two times each semester at mutually agreeable times:
  - (1) a pre-evaluation conference;
  - (2) if necessary, a progress evaluation conference after TRC members have completed classroom observation;
  - (3) a post evaluation conference after all evaluations have been completed;
  - (4) in the 7th semester, convening a tenure-review discussion after classroom observations have been completed and prior to making a recommendation to grant tenure or terminate employment, as described in X1.2.8.2.1, for which invitations should be sent early in the evaluatee's 7th semester.**

X1.2.9.3.2 September/February Tenure Review Committee (TRC) will conduct a pre-evaluation conference to obtain materials and information from the probationary faculty member, to discuss evaluation criteria, and to develop a schedule for observations, student evaluations, and meetings. Timetables for classroom observation and administration of a student evaluation shall be adjusted to accommodate classes that are less than a semester in length. Such adjustments shall be made with mutual agreement of the evaluatee and the chair of the evaluation committee.

In the second and succeeding evaluations, the TRC will review the previous evaluation to ensure continuity of the process. Improvement plans shall also be reviewed in the pre-evaluation conference.

**In the 7<sup>th</sup> semester, the TRC will convene a tenure-review discussion after classroom observations have been completed and prior to making a recommendation to grant tenure or terminate employment, as described in X1.2.8.2.1, for which invitations should be sent early in the evaluatee's 7<sup>th</sup> semester.**

#### X.1.2.8.2.1 2 Grant Tenure

**Prior to making a recommendation to grant tenure or terminate employment and prior to the post-evaluation conference with the evaluatee, the TRC shall convene a meeting (without the evaluatee) and invite all currently employed previous evaluators to consult and may review all previous evaluations. After the meeting, the TRC will make the recommendation as described in X1.2.8.2.**

A probationary faculty member with "Consistently High Ratings" may be recommended by the TRC for tenure at any time during the four-year probationary period (Ed. Code Sec. 87608); a probationary faculty member with "Satisfactory Ratings" ~~shall~~ **may only** be recommended by the TRC for tenure during the fourth year.

A probationary faculty member who receives "Needs Improvement" in the faculty member's seventh semester or fourth year may be recommended by the TRC for tenure.

#### X.1.2.8.2.2-4 Continuation in Probationary Status

A probationary faculty member who meets standards of performance at the end of the first and second years shall be recommended by the TRC to continue in probationary status. A probationary faculty member who receives "Needs Improvement" may be recommended by the TRC to continue in Probationary Status.

#### X.1.2.8.2.3 Termination of Service

A probationary faculty member who receives "Needs Improvement" may be recommended by the TRC for termination. A probationary faculty member who is given an "Unsatisfactory Performance" shall be recommended by the TRC for termination.

**Prior to making a recommendation to grant tenure or terminate employment, the TRC shall convene a meeting and invite all currently employed previous evaluators to consult and may review all previous evaluations. After the meeting, the TRC will make the recommendation as described in X1.2.8.2.**

X1.2.9.6.4 The President reviews the evaluation portfolio and decides whether to recommend tenure, continue in probationary status **(before the 7<sup>th</sup> semester), continue service with an improvement plan**, or terminate service. The President may disagree with the TRC's recommendation. Once the President has made a tentative decision, s/he shall inform the TRC of her/his recommendation if it differs from the TRC's recommendation, prior to submitting the summary report to the Chancellor. If the TRC

wishes to discuss the President's recommendation, the committee and the president shall meet. After the meeting, if the TRC disagrees with the President's recommendation, the committee may attach a written statement of its recommendation to the summary report, which shall be forwarded to the chancellor.

United Faculty:



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Marina Crouse  
United Faculty President



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Jason Mayfield  
United Faculty Executive Director

4CD:



Micaela Ochoa (Dec 4, 2025 14:31:27 PST)

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Micaela Ochoa  
Executive Vice Chancellor  
Administrative Services



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Jeffrey Michels  
Associate Vice Chancellor  
Chief Human Resources Officer