

APPENDIX PT-3

NOTIFICATION OF LOSS OF STAFFING PREFERENCE

Date: _____

Dear _____: (Faculty Member)

You are hereby notified that you have lost staffing preference in the following department:

Department Name

College

The reason for your loss of preference status is listed below:

- ☐ You have not submitted final grades for a class in a timely fashion (within ten (10) working days of the last day of instruction for the semester) within the previous four semesters taught.
- ☐ You have not submitted census rosters or positive daily attendance rosters by the prescribed deadline on more than one occasion for a period encompassing the four most recent teaching semesters.
- ☐ You have been absent from class, lab, or assigned staffing hours without proper notification or justification to the division or instruction office on more than one occasion for a period encompassing the four most recent teaching semesters.
- ☐ You have been the subject of persistent unresolved and substantiated student complaints alleging violations of Education Code 87732.
- ☐ The District has found you to have violated a specific section of Education Code 87732.
- ☐ You have not taught or have declined all assignments offered for the previous two teaching semesters (not including absences covered under the CMFLA).

You have the right to request a hearing, per Article 25.4.2 of the UF/CCCCD Contract, to appeal this decision on procedural grounds. After the seventh semester of teaching in a department, all faculty may apply (or reapply) for staffing preference following every regularly scheduled evaluation. If you have questions about the process, the decision communicated by this form, or your appeal rights under the contract, please contact your United Faculty representative.

Department Chair

Division Dean