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ABSTRACT

This report summarizes responses to a 5-page questionnaire sent to the heads of the 22 largest public junior college districts in California. The 100 per cent response rate included information on the following areas: (1) convention and conference attendance; (2) faculty rank; (3) sabbatical leave; (4) social security; (5) division and department heads or chairmen; (6) summer school compensation; and (7) extra-compensation classroom teaching during the regular year. Six of the responding districts indicated assignment of faculty rank. The median of the maximum percentages of staff who may be authorized for sabbatical leave was 4.5, with a median salary of 100 per cent of a regular instructor's salary for one semester and 50 per cent if the leave is longer. The most common compensation for division or department heads was a teaching-load reduction, with some additional pay. Provision for secretarial assistance varied widely, depending on the district. No identifiable basic pay pattern was evident for paying regular instructors for summer teaching. The most frequent limitation on full-time instructors teaching beyond their normal load was six additional hours per week. Other median practices of interest include a normal full-time teaching load of 15 hours, and a full-time counseling load of 25 hours per week and 525 students. An administrator was provided for every 566 students in average daily attendance. (JQ)

LONG BEACH UNIFIED SCHOOL DISTRICT

Office of the Director of Research

EDO 43327

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 * 1969-70 PRACTICES OF CALIFORNIA'S *
 * LARGEST PUBLIC JUNIOR COLLEGES: *
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 * Answers to *
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 * "Some Questions of Interest to Junior College *
 * Instructors Outside the Area of Contract Salaries" *
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JC 700 230

October 1970

UNIVERSITY OF CALIF.
LOS ANGELES

OCT 28 1970

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October 8, 1970

1969-70 PRACTICES OF CALIFORNIA'S LARGEST PUBLIC JUNIOR COLLEGES:

Answers to "Some Questions of Interest to Junior
College Instructors Outside the Area of Contract Salaries"

Purpose

The members of junior college academic senates, the administrators of public junior colleges, and the members of junior college governing boards are each year called upon to make decisions concerning many requests that are not in the area of contract salaries--important as the subject of contract salaries is. Frequently the decision-makers in large junior colleges who face such non-salary requests feel handicapped by their lack of information concerning the answers that comparable California junior college districts have already given to the same questions. While no decision-maker wishes to feel bound by modal practice, he still feels more comfortable if he knows what the prevailing practice in a given area is--or whether there really is what one might call a prevailing practice.

The purpose of this report is, then, to summarize what the 1969-70 practices of California's largest public junior colleges are in several areas of concern to junior college personnel--outside the area of contract salaries. [Note: Although this report is written after the close of the academic year 1969-70, we shall retain the present tense in the verbs used to explain current practices in 1969-70.]

Procedure and
Sample

An early decision was reached that it would be necessary to send an inquiry form or questionnaire to the heads of the largest public junior college districts in California in order to secure the facts needed. Topics to be covered in the inquiry were suggested by Superintendent W. Odie Wright, by President Wiley D. Garner, and by other members of the administrative staff of Long Beach City College.

In February 1970, copies of a 5-page questionnaire were mailed--together with a covering letter and a reply envelope--to the superintendents of the 22 largest public junior college districts of California. The students attending these 22 junior college districts make up almost three-fourths of the total junior college population of California. By the middle of April 1970, replies had been received from all of the 22 districts--a 100 per cent response.

The districts included in the sample were these:

Cerritos	Pasadena
Contra Costa	Peralta
El Camino	San Bernardino
Foothill	San Diego
Kern	San Francisco
LONG BEACH	San Joaquin
Los Angeles	San Mateo
Los Rios	South County
Mt. San Antonio	State Center
North Orange County	Ventura
Orange Coast	Yosemite

Findings

The detailed findings from this survey are summarized in a series of tables which run from A to H. These letters correspond to the eight sections of the questionnaire. Thus, Table A summarizes the responses to all the items--three of them--in Section A of the questionnaire which dealt with "Convention and Conference Attendance." (Although we refer to Table A in the singular, most of the lettered tables--Tables A, B, C, and so on--actually consist of a cluster of tables which relate to a single general topic.) As a guide to the reader, here are the topics or areas that are included under each of the lettered tables:

<u>Table</u>	<u>Section of Questionnaire</u>
A	A: Convention and Conference Attendance
B	B: Faculty Rank
C	C: Sabbatical Leaves
D	D: Social Security
E	E: Division Heads or Chairmen and/or Department Heads or Chairmen
F	F: Summer School Compensation
G	G: Extra-Compensation Classroom Teaching During Regular Year
H	H: Other Matters of Concern

For some of the tables in this report, totals or measures of central tendency have been included. For a few tables, no summary statistic seemed needed or appropriate.

A few respondents to the questionnaire included several marked pages from such official documents as their salary schedules in an effort to provide a complete response to a question. We have taken the liberty of selecting from such long responses what we considered the heart of the information provided in order to reduce the length of the report--particularly the length of the footnote explanations. We are hopeful that this editorial surgery has not caused any major distortions of meaning.

**Some Points of
Special Interest**

No one can say in advance just what point or points in the accompanying tables will be of major interest to the individuals who receive this report. As stated above, except for our efforts to shorten a few responses, all the data we received have been summarized so the reader can turn to the table in his area of concern to find out what the current practices are in that field for each of the 22 largest junior college districts of the state.

The general reader may prefer to have us list some of the findings from this survey of practices which may be of special interest. Here are a few:

1. Among 16 of the junior college districts supplying data on the amount of money budgeted to pay all or some of the expenses of instructors attending out-of-district professional meetings and conferences, the median amount is \$1.04 per unit of ADA.
(Table A: Q₁)
2. Six (6) of California's 22 largest junior college districts assign faculty rank to their instructors. They are: El Camino, Kern, Los Angeles, Orange Coast, Pasadena, and San Bernardino. The criteria used in these colleges for the assignment of rank are the instructor's college preparation and his years of local service. (Table B: Q₁ and Q₃)
3. Among the largest public junior college districts, the median of the maximum percentages of the staff who may be granted sabbatical leaves in any one year is 4.5. The median percentage of an instructor's regular salary that he is paid while on sabbatical is 100% if the leave is for one semester only, but drops to 50% if the leave is for the full academic year.
(Table C: Q₁, Q₂, and Q₃)
4. Among the 22 largest junior college districts, only 2 (Foothill and San Francisco) contribute to Social Security for services by certificated employees performed outside or beyond the normal 10-month contract assignment. (Table D: Q₂)
5. Among the largest junior college districts, the median number of division heads, coordinators, and/or department heads or chairmen is 18. By far the most common practice in compensating these employees (heads of divisions and/or departments) is to reduce

their teaching load and, at the same time, provide some additional pay. The amount of special clerical assistance granted or assigned to the typical department head or division chairman ranges widely among the districts--from none at all to as much as one full-time secretary per division head or department chairman. (Table E: Q1, Q2, and Q5)

6. Practices among the 22 largest junior college districts vary considerably with respect to the basis used for paying regular instructors who teach during the summer. No single pay pattern really prevails. In most of the districts (14 of them), an instructor teaching full-time during the summer teaches the same number of hours as he does when he is teaching on a full-time basis during the regular academic year. In the summer of 1969, the median practice was to employ for additional compensation 40 per cent of the regular year faculty members.

(Table F: Q1, Q2, and Q5)

7. Among the largest junior college districts, practices differ widely with respect to the basis for paying regular instructors who teach additional college classes (beyond the normal contract load). The most frequent limitation placed on the amount of such teaching a full-time instructor may do beyond his normal load is 6 hours per week. (Table G: Q1, and Q2)

8. Here are some median practices of the largest junior college districts:

--15 hours in academic (lecture) courses is considered a normal full-time teaching load;

--Counselors are expected to be on duty 35 hours per week;

--Regular contract instructors may substitute during the day for additional compensation;

--The President or Chairman of the Academic Senate teaches 80 per cent of a normal teaching load; the Secretary carries a full teaching load;

--Each counselor serves 525 students; and

--One administrator is provided for every 566 ADA.

(Table H: Q1, Q2, Q4, Q7, Q8, and Q9)

* * *

Some Comments and Observations

1. Limitations and Cautions. In the main body of this report, we have already mentioned a number of limitations of this survey and a number of cautions that the prudent reader should exercise. For example, we are reporting practices that were followed in 1969-70 and we are now in the academic year 1970-71.

At the risk of seeming to minimize the potential values from this survey, we might mention additional limitations which should be recognized by the reader. We made an effort to include questions of current local interest which fell in different broad areas of concern (e.g., convention attendance; faculty rank; sabbatical leaves) and, at the same time, not include so many questions in the inquiry form that other districts would feel imposed upon in responding. This has meant that this study is in no sense to be considered an intensive investigation (the popular term today--"an in-depth study") of each of the eight broad areas that we touched on.

One other caution has already been mentioned briefly but, in a report of this kind, it probably deserves somewhat more emphasis. Because we have shown medians--and, in a few cases, modes--at the foot of some of the tables and have included some of these averages in our list of findings of special interest, we certainly do not wish to convey the idea that "middle practice" is necessarily "desirable practice." In various kinds of distributions, best practice may be judged to be the lowest point or the highest point or some place in-between.

2. Appreciation. We are extremely grateful to those busy individuals at each of the 22 Junior college districts who filled out, to the best of their knowledge, the answers to our 5-page form. We have already reported that we had a response of 100 per cent to the inquiry. That was a great example of inter-district cooperation. We thank you sincerely.

In this district, we wish to give special recognition to Superintendent W. Odie Wright and to President Wiley D. Garner. Both men made contributions of substance to the inquiry form, and both assisted us in getting responses from other districts.

Within this office, credit for the analysis of the returned forms and for the preparation of the accompanying tables belongs to two teachers on special assignment, Phyllis L. Fassell and Edith M. Roesener.

3. Additional Reports. We are sending a copy of this report to each of the 21 junior college districts that joined with Long Beach in this survey. We have a small number of additional copies of the report. Within the limits of our supply, we will be glad to distribute these if a district wishes to request one or more additional copies.

ALTON THOMPSON
Director of Research and
Assistant to the Superintendent

Publication authorized:

W. ODIE WRIGHT
Superintendent of Schools

Enc. Tables A-H

Table A
1969-70 Practices of California's Largest
Public Junior Colleges with Respect to:
Convention and Conference Attendance

Question 1: What total amount does your district currently budget to pay all or some of the expenses of junior college instructors who wish to attend out-of-district professional meetings and conferences?

District ^a	Response to Q1	1968-69 Total ADA	Amount Per ADA (1968-69 Data)
Contra Costa	\$36,215	12,060	\$3.00
Ventura	19,201	7,574.55	2.53
No. Orange County	25,340	10,169.23 ^b	2.49
Kern	15,180 ^c	7,743.85	1.96
Yosemite	10,000	6,798	1.47
Orange Coast	14,840	12,403	1.20
South County	7,350	6,298	1.17
San Mateo	14,560	13,218	1.10
Mt. San Antonio	7,900	8,133	.97
El Camino	9,276	10,409	.89
San Francisco ^d	10,000	11,374.45	.88
State Center ^e	7,675	8,827.15	.87
Los Rios	13,568	16,655	.81
Pasadena	5,200	12,551.38	.41
Los Angeles	19,800	55,685	.36
LONG BEACH	3,000	13,048	.23
<hr style="border-top: 1px dashed black;"/>			
Cerritos	n.d.	7,400	--
Foothill	f	11,076.40	--
Peralta	g	13,100	--
San Bernardino	5,000	n.d.	--
San Diego	h	8,068.61 ^b	--
San Joaquin Delta	11,200	n.d.	--
MEDIANSⁱ	\$11,784	10,891.73	\$1.04

^aThe 16 districts for which comparative data were available have been ranked according to Amount Per ADA (1968-69); districts below dotted line have been listed alphabetically and have not been included in the ranking.

^bDay only.

^cThis amount includes funds for administrators and classified personnel.

^dThis amount includes funds for administrators.

^eThis amount does not include funds for student personnel services.

^fData not available since all travel, in- and out-of-district is budgeted as one figure.

^gAverage of \$40.00 per FTE (full-time equivalent).

^h\$15.00 per full-time faculty.

ⁱIn computing the medians for this table, only the data for the 16 districts listed above the broken line were used.

Question 2: By what procedure does the district approve the request of an instructor to attend a professional conference or meeting out of the district?

- Approved by the President and/or dean
- Approved by the head of the department in which the instructor serves
- Approved by a special committee appointed by the college administration
- Approved by the Academic Senate or by a Senate committee
- None of the above. This is the way approvals are handled: _____.

District	Response to Q2				
	a	b	c	d	e
Cerritos	x	x			x ¹
Contra Costa	x				
El Camino	x				
Foothill	x	x			
Kern	x	x			x ¹
<u>LONG BEACH</u>			x		
Los Angeles	x				x ¹
Los Rios	x	x			
Mt. San Antonio		x			x ¹
No. Orange County	x	x			
Orange Coast	x	x			x ¹
Pasadena		x			
Peralta	x				
San Bernardino			x		
San Diego			x		x ¹
San Francisco				x	
San Joaquin	x	x			
San Mateo					x ²
South County	x	x			x ¹
State Center	x	x			x ¹
Ventura	x	x			x ¹
Yosemite	x	x			
TOTALS	15	13	3	1	10

¹These districts have the following additional requirements for approval:

<u>District</u>	<u>Additional Requirements</u>
Cerritos	Department Head, Vice President of Instruction, and Superintendent
Kern	Superintendent
Los Angeles	Board of Trustees
Mt. San Antonio	Administrative Council and the Board of Trustees
Orange Coast	Superintendent/Chancellor and Board of Trustees
San Diego	Superintendent and Board
South County	Board of Trustees
State Center	Superintendent approves only out-of-state requests
Ventura	Superintendent

²Procedure unique at each campus.

Question 3: Is the administrative head of the junior college empowered to approve faculty requests to be absent for one day to attend local or nearby professional meetings for which no expenses are requested?

Yes
No

District	Yes	No	No Response
Garritos	x		
Contra Costa	x		
El Camino	x		
Foothill	x		
Kern	x		
LONG BEACH		x ¹	
Los Angeles	x		
Los Rios	x		
Mt. San Antonio	x		
No. Orange County	x		
Orange Coast		x	
Pasadena	x		
Peralta	x		
San Bernardino	x		
San Diego	x		
San Francisco		x ²	
San Joaquin	x		
San Mateo	x		
South County	x		
State Center	x		
Ventura	x		
Yosemite	x		
TOTALS	19	3	0

¹Long Beach: Superintendent approves.

²San Francisco: Superintendent can approve up to two days.

Table B

1969-70 Practices of California's Largest
Public Junior College Districts with Respect to:
Faculty Rank

Question 1: Do you assign faculty rank to your instructors?

Yes
No

District	Yes	No	No Response
Cerritos		x	
Contra Costa		x	
El Camino	x		
Foothill		x	
Kern	x		
LONG BEACH		x	
Los Angeles	x		
Los Rios		x	
Mt. San Antonio		x	
No. Orange County		x	
Orange Coast	x		
Pasadena	x		
Peralta		x	
San Bernardino	x		
San Diego		x	
San Francisco			x
San Joaquin		x	
San Mateo		x	
South County		x	
State Center		x	
Ventura		x	
Yosemite		x	
TOTALS	6	15	1

Question 2: If you do assign faculty rank, about what percentage of the regular full-time teaching staff are currently assigned these titles:

- a. Professor (or full professor)
- b. Associate professor
- c. Assistant professor
- d. Instructor
- e. Other ranks

District ¹	Response to Q2				
	a	b	c	d	e
El Camino	No response				
Kern	24%	36%	29%	11%	
Los Angeles	21	24	21	34	
Orange Coast	12	28	31	29	
Pasadena		33.5	32.2	34.3	
San Bernardino		20	60	20	

¹Of the 22 junior college districts included in this survey, only the 6 districts listed answered the first question in this section affirmatively--that they did assign faculty rank to the teaching staff.

Question 3: If you do assign faculty rank, please indicate which of these criteria are used. (Please check all that apply.)

- a. Amount of college preparation (degrees held, etc.)
- b. Years of service in local district
- c. Quality of teaching
- d. Service record (committees, sponsor of activities, etc.)
- e. Professional publications
- f. Other. Please explain: _____.

District ¹	Response to Q3					
	a	b	c	d	e	f
El Camino	x	x				
Kern	x	x				
Los Angeles	x	x				
Orange Coast	x	x				
Pasadena	x	x				
San Bernardino		x				
TOTALS	5	6				

¹The 6 districts listed are the ones that responded yes to Q1--that they do assign faculty rank to their instructors.

Table C

1969-70 Practices of California's Largest
Public Junior College Districts with Respect to:
Sabbatical Leaves

- Question 1: In terms of percentage, what is the maximum number of full-time staff members who may be granted sabbatical leave in any one year?
- 2: What percentage of an instructor's regular salary is he paid if he takes a sabbatical leave for one semester only?
- 3: What percentage is paid if an instructor's leave is for one school year?
- 4: (See next page.)
- 5: How many years must an instructor serve before he is eligible for a sabbatical?
- 6: (See separate page that follows.)

District	Q1	Q2	Q3	Q5
	Percent	Percent	Percent	No. of Years
Cerritos	5%	100%	n.d.	6
Contra Costa	a	100	60%	6
El Camino	6	100	50	6
Foothill	5	b	65	7
Kern	5	90	60	6
<u>LONG BEACH</u>	1	60	50	7
Los Angeles	c	50	50	7
Los Rios	5 ^d	100	50	7
Mt. San Antonio	3	70	70	7
No. Orange County	10	50	50	6
Orange Coast	10	100	50	7
Pasadena	4	75	75	6
Peralta	e	100	67	6
San Bernardino	2.5	100	50	6
San Diego	3	100 ^f	50	6
San Francisco	2	100	60	7
San Joaquin	5	100	62.5	6
San Mateo	3	100	50	6
South County	g	90 ^h	n.d.	7
State Center	5 ⁱ	100	50	6
Ventura	3	100	66 $\frac{2}{3}$	6
Yosemite	3	100	50	7
MEDIANS	4.5%	100%	50%	6

^aOne semester leaves not greater than 3% of total certificated staff. Other leaves depend on funds available.

^bOne quarter, 85%; two quarters, 75%.

^cNo limit established.

^dFor all practical purposes, 2%.

^eFlat amount granted.

^fIf no substitute required.

^gBased on total funds available.

^hFor only one quarter, 90%.

ⁱBudget allocations of only \$25,000 per year will not permit 5% to go.

Question 4: What purposes for sabbatical leave are routinely approved as legitimate other than the purpose of advanced study or research?

District	Travel	Other	No Response
Cerritos	x		
Contra Costa	x		
El Camino	x		
Foothill	x	x ^{1,2}	
Kern	x		
<u>LONG BEACH</u>	x		
Los Angeles	x		
Los Rios	x	x ¹	
Mt. San Antonio	x		
No. Orange County			x
Orange Coast	x		
Pasadena	x		
Peralta	x		
San Bernardino	x		
San Diego	x		
San Francisco	x		
San Joaquin	x		
San Mateo		x ³	
South County	x		
State Center	x		
Ventura		x ⁴	
Yosemite		x ⁵	
TOTALS	18	5	1

¹ Writing a textbook.

² Work in a related industry or business.

³ Curriculum planning.

⁴ Approved teaching fellowship.

⁵ Any activity which will make the person a more effective teacher.

Question 6: If all applications for sabbatical leave in a given year can't be granted, how does the college determine which ones shall be approved?

District	Response
Cerritos	Through a Sabbatical Leave Committee with representation of faculty members from each division. Applicants' requests are ranked according to the merits of the project by the Sabbatical Leave Committee. Recommendations are made to the Vice President of Instruction.
Contra Costa	Ranked by Sabbatical Leave Committee in accordance with criteria established by Board Policy.
El Camino	Seniority, by category--study, then travel.
Foothill	Since we are a fairly new district, we are just now formulating priorities.
Kern	Departmental priority.
LONG BEACH	Committee appointed by administration.
Los Angeles	No response.
Los Rios	Evaluations made by the Professional Standards Committee.
Mt. San Antonio	Time of service, age of applicant, value of project to college.
No. Orange County	Reviewed by committee.
Orange Coast	Only one instructor per subject area of instruction.
Pasadena	Sabbatical leave committee decides. Five members: three elected by Senate Board, two from Administration.
Peralta	Amount is budgeted in total for each college. Priorities determined by committee at college.
San Bernardino	Committee recommendation.
San Diego	By assignment of priorities by administration in cooperation with Professional Growth Committee which includes faculty representatives.
San Francisco	Seniority.
San Joaquin	Seniority of service at the college and whether a sabbatical leave has been had previously.
San Mateo	Faculty screening committee ranks them. Reviewed by the administration; recommendation by the Superintendent to the Board.
South County	Board of Trustees on merit.
State Center	Rank all requests on a criteria basis to provide priority for granting leaves--up to \$25,000 available.
Ventura	Criteria include: value to the individual, the students, and/or the district; previous sabbatical leaves; seniority of service; likelihood of continued service; and distribution among departments.
Yosemite	Senior members.

Table D

1969-70 Practices of California's Largest
Public Junior College Districts with Respect to:
Social Security

Question 1: Does your district have an agreement with its certificated employees which requires contributions by the employees and the district to Social Security for any services performed outside or beyond the normal 10-month contract assignment (e.g., summer school teaching, hourly teaching, coaching, etc.)?

Yes
No

2: If you are contributing toward Social Security for some of your certificated employees, how much are you budgeting as a district contribution for the year 1969-70?

District	Q1		Q2
	Yes	No	Amount Contributed
Foothill		x	\$ 2,620.80 ^a
San Francisco	x		183,674.00
All other J.C. districts (N=20)		x	None

^a A few certificated employees, previously employed by institutions which contributed to Social Security, chose to continue Social Security coverage in lieu of this district's retirement program.

Table E

1969-70 Practices of California's Largest
Public Junior College Districts with Respect to:
Division Heads or Chairmen and/or Department Heads or Chairmen

- Question 1:** In all, how many division heads or chairmen or coordinators (or whatever title you use) and how many department heads or chairmen or coordinators (or whatever title you use) does your district presently employ?
- 2:** How are these division and/or department heads compensated for accepting their responsibilities?
- No compensation is given except in terms of professional recognition.
 - Reduction in teaching load only
 - Additional pay only
 - Both reduction in teaching load and additional pay
 - Other benefits are given. Please explain: _____.

District	Q1	Q2				
	Number	a	b	c	d	e
Corritos	9				x	x ¹
Contra Costa	6				x	
El Camino	6					x ²
Foothill	17				x	
Kern	24				x	
<u>LONG BEACH</u>	27				x	
Los Angeles	72				x	
Los Rios	22				x	
Mt. San Antonio	31				x	
No. Orange County	18				x	
Orange Coast	18				x	
Pasadena	16				x	
Peralta	7-9		x			
San Bernardino	10				x	
San Diego	37				x ³	
San Francisco	21				x	
San Joaquin	11				x	
San Mateo	30				x	
South County	10				x	
State Center	9					x ⁴
Ventura	28			x	x	
Yosemite	25				x ⁵	
MEDIAN	18					

¹ Additional pay factor 1.15 of contract and percent of load reduction according to full-time equivalents in Division for 12 months.

² Regular 12 month full-time salary.

³ For some.

⁴ All Division deans are full-time administrators except one who is $\frac{1}{2}$ time. We do not have department heads.

⁵ In most cases.

Question 3: If reductions in teaching load are granted to division and/or department heads, please outline the amounts given in departments or divisions of various sizes:

District	Response
Cerritos	Example: Business Division head receives \$1525.00 per calendar month x 1.15 x 12 months. He teaches a 20% load and 80% is allotted for Division Head duties. Other divisions vary from 40% to 80% teaching load reduction.
Contra Costa	Apparel & Fine Arts 1/3 Bio. Sci. 1/2 Bus. Educ. 1/2 Physical Science 1/3 Social Science 2/5 Communication & English 1/2
El Camino	No response.
Foothill	50% reduction in all divisions.
Kern	Department size (FTE) - 3 or less 4-9 10-19 20 and over Released Time - .10 .10 .20 .30
LONG BEACH	Load Reduction for Department Heads and Division Chairmen <u>Teaching Load</u> = 15 teaching units per week (each hour of lecture equals one teaching unit; each hour of lab equals .75 teaching unit) <u>No. Teachers (FTE)</u> 0-7.9 - no load allowance 8-13.9 - 10% load allowance per year based on teaching units (3 tchg. units per year, 3 clock hrs. per week) 14-19.9 & over - 20% load allowance per year based on teaching units Division Chairman - 10% load allowance per year based on teaching units
Los Angeles	75 to 164 supervised lecture-equivalent hours a week justify three hours of released time a week.
Los Rios	Normally 1/3 to 1/2 release time.
Mt. San Antonio	<u>Number in Department</u> 1-4 5-8 9-12 13-15 16-18 <u>Full-time Teaching Load</u> 15 hours 15 hours 12 hours 12 hours 9 hours
No. Orange County	In the application of the schedule: Except as noted, all classifications require 12 calendar months of service with a maximum of a month's vacation allowable. Where less than 12 calendar months of service is stipulated, salary is reduced in proportion to service required. The time factor for Division Chairman is 0.88.
Orange Coast	2/5 - all divisions.
Pasadena	Varies from 100% released time to 60% released time, depending upon size of department, complexity of operations, community relations, etc.
Peralta	Varies from 3 to 9 units.
San Bernardino	2/5 release.
San Diego	Option of college.
San Francisco	Physics - 6 Health - 3 English - 18 Life Science - 13 Chemistry - 6 Adv. Art - 3 Engineering - 15 Music - 3 Business - 14 Photography - 2 Men's P.E. - 7.5 Women's P.E. - 7.5 Nursing - 4 Mathematics - 7 Radio-TV - 3 For. Lang. - 3 Soc. Sci. - 9 Beh. Sci. - 9 Hotel - 7

Question 3 (continued)

District	Response																				
San Joaquin	Each division chairman teaches 50% of time and acts as administrator 50% of time. Must work 5 days before the first day of school in the fall and 5 days after the last day of school in the spring.																				
San Mateo	<table border="1"> <thead> <tr> <th data-bbox="533 534 883 565"><u>Number of Instructors</u></th> <th data-bbox="897 534 1177 565"><u>Annual Released Time</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="617 565 666 586">1-5</td> <td data-bbox="1030 565 1044 586">0</td> </tr> <tr> <td data-bbox="610 586 673 607">6-10</td> <td data-bbox="1030 586 1044 607">9</td> </tr> <tr> <td data-bbox="603 607 680 627">11-15</td> <td data-bbox="1016 607 1044 627">12</td> </tr> <tr> <td data-bbox="603 627 680 648">16-20</td> <td data-bbox="1016 627 1044 648">15</td> </tr> <tr> <td data-bbox="603 648 680 669">21-25</td> <td data-bbox="1016 648 1044 669">18</td> </tr> <tr> <td data-bbox="603 669 680 689">26-30</td> <td data-bbox="1016 669 1044 689">18</td> </tr> <tr> <td data-bbox="603 689 680 710">31-35</td> <td data-bbox="1016 689 1044 710">21</td> </tr> <tr> <td data-bbox="603 710 680 731">36-40</td> <td data-bbox="1016 710 1044 731">21</td> </tr> <tr> <td data-bbox="603 731 757 752">41 and over</td> <td data-bbox="1016 731 1044 752">24</td> </tr> </tbody> </table>	<u>Number of Instructors</u>	<u>Annual Released Time</u>	1-5	0	6-10	9	11-15	12	16-20	15	21-25	18	26-30	18	31-35	21	36-40	21	41 and over	24
<u>Number of Instructors</u>	<u>Annual Released Time</u>																				
1-5	0																				
6-10	9																				
11-15	12																				
16-20	15																				
21-25	18																				
26-30	18																				
31-35	21																				
36-40	21																				
41 and over	24																				
South County	2/5 released time if 16 or more faculty in division. 1/5 released time if fewer than 16 faculty in division.																				
State Center	None																				
Ventura	10 division chairmen teach 60%; 3 department heads teach full loads; 8 department heads teach 80%; 5 division chairmen teach 80%; 2 coordinators teach full loads.																				
Yosemite	Determination by job rather than size.																				

Question 4: If additional pay is given division and/or department heads, please outline the schedule for departments or divisions of various sizes:

District	Response																																	
Cerritos	All receive an additional 15% of total salary.																																	
Contra Costa	Regular supervisory rates (hourly) equated with annual salary.																																	
El Camino	No response.																																	
Foothill	\$1,000 for each division chairman.																																	
Kern	<table> <tr> <td>Department Size (FTE) - 3 or less</td> <td>Stipend - 250</td> </tr> <tr> <td>4-9</td> <td>500</td> </tr> <tr> <td>10-19</td> <td>750</td> </tr> <tr> <td>20 and over</td> <td>1,000</td> </tr> </table>	Department Size (FTE) - 3 or less	Stipend - 250	4-9	500	10-19	750	20 and over	1,000																									
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4-9	500																																	
10-19	750																																	
20 and over	1,000																																	
LONG BEACH	<p>4-6 3/5 f-t tchr. equivalency within depts. - \$36.90 per school month.</p> <p>6 4/5 - 9 2/5 f-t tchr. equivalency within dept. - \$73.80 per school month.</p> <p>9 3/5 or more f-t tchr. equivalency within dept. - \$110.70 per school month.</p>																																	
Los Angeles	\$20.00 a week in addition to regular salary of an instructor as indicated by the preparation salary schedule.																																	
Los Rios	10% of steps 8-12, Class III of the teachers' salary schedule. This step is allowed for each year of service as division chairman up to 5 years.																																	
Mt. San Antonio	<table> <tr> <td>Regular Day:</td> <td><u>No. in Department</u></td> <td><u>Amount Paid</u></td> </tr> <tr> <td></td> <td>1-4</td> <td>\$40 per month</td> </tr> <tr> <td></td> <td>5-8</td> <td>50 per month</td> </tr> <tr> <td></td> <td>9-12</td> <td>70 per month</td> </tr> <tr> <td></td> <td>13-15</td> <td>80 per month</td> </tr> <tr> <td></td> <td>16-18</td> <td>90 per month</td> </tr> <tr> <td>Evening Division:</td> <td>2-5</td> <td>\$25 per month</td> </tr> <tr> <td></td> <td>6-8</td> <td>30 per month</td> </tr> <tr> <td></td> <td>9-12</td> <td>40 per month</td> </tr> <tr> <td></td> <td>13-15</td> <td>50 per month</td> </tr> <tr> <td></td> <td>16-18</td> <td>60 per month</td> </tr> </table> <p>Summer Session: Any Department Chairman having 2 or more instructors in his department in Summer Session, day or evening or both, will be paid \$100.</p> <p>Department Chairmen are regularly employed on a 10-month basis.</p>	Regular Day:	<u>No. in Department</u>	<u>Amount Paid</u>		1-4	\$40 per month		5-8	50 per month		9-12	70 per month		13-15	80 per month		16-18	90 per month	Evening Division:	2-5	\$25 per month		6-8	30 per month		9-12	40 per month		13-15	50 per month		16-18	60 per month
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	13-15	50 per month																																
	16-18	60 per month																																
No. Orange County	<p><u>Administrative Salary Schedule:</u> Administrative Assistant, Assistant Dean, Head Librarian, Division Chairman, Effective January 1, 1970</p> <table> <tr> <td><u>Step 1</u></td> <td><u>Step 2</u></td> <td><u>Step 3</u></td> <td><u>Step 4</u></td> <td><u>Step 5</u></td> <td><u>Step 6</u></td> </tr> <tr> <td>\$18,589</td> <td>\$19,131</td> <td>\$19,689</td> <td>\$20,263</td> <td>\$20,854</td> <td>\$21,462</td> </tr> </table> <p>In the application of the schedule: (1) Where less than 12 calendar months of service is stipulated, salary is reduced in proportion to service required. The time factor for Division Chairman is 0.88. (2) Where an administrator holds a Ph.D., Ed.D, or specified LLB, an additional stipend of \$660 will be paid upon the recommendation of the District Chancellor.</p>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	\$18,589	\$19,131	\$19,689	\$20,263	\$20,854	\$21,462																					
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\$18,589	\$19,131	\$19,689	\$20,263	\$20,854	\$21,462																													
Orange Coast	\$1125 per year.																																	
Pasadena	Ten-month assignment, 1.14 responsibility ratio applied to placement on salary schedule for certificated personnel.																																	
Peralta	No response.																																	
San Bernardino	7.5%																																	

Question 4 (continued)

District	Response																								
San Diego	Dept. Chairman I (4-6 full-time contract teachers) - \$420 per year. Dept. Chairman II (7 or more full-time contract teachers) - \$670 per year.																								
San Francisco	120 hours per year @ \$12.18 for each of the following: Business, Chemistry, Counseling, Engineering, English, For. Languages, Hotel, Life Science, Mathematics, Women's P.E., Men's P.E., Physics, Social Science, Behavioral Science. 50 hours per year @ \$12.18 for each of the following: Health, Music, Nursing, Afro-Am. and Latino.																								
San Joaquin	A flat amount of \$814 a year. This is 5% of the top teacher annual salary.																								
San Mateo	<table border="1"> <thead> <tr> <th>Number of Instructors(1)</th> <th>Annual Additional Compensation(2)</th> </tr> </thead> <tbody> <tr> <td>1-5</td> <td>\$ 735</td> </tr> <tr> <td>6-10</td> <td>970</td> </tr> <tr> <td>11-15</td> <td>970</td> </tr> <tr> <td>16-20</td> <td>1340</td> </tr> <tr> <td>21-25</td> <td>1340</td> </tr> <tr> <td>26-30</td> <td>1710</td> </tr> <tr> <td>31-35</td> <td>1710</td> </tr> <tr> <td>36-40</td> <td>2070</td> </tr> <tr> <td>41 and over</td> <td>2070</td> </tr> </tbody> </table> <p>(1) Including the chairman. (2) Above the salary as a teacher. In addition, a division chairman will be compensated for supervision in Evening College and Summer Session, at Evening College lecture rates and Summer Session field rates, respectively, on a predetermined time arrangement approved by the President upon the recommendation of the Dean of Instruction.</p>	Number of Instructors(1)	Annual Additional Compensation(2)	1-5	\$ 735	6-10	970	11-15	970	16-20	1340	21-25	1340	26-30	1710	31-35	1710	36-40	2070	41 and over	2070				
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31-35	1710																								
36-40	2070																								
41 and over	2070																								
South County	\$1,000 per year per chairman.																								
State Center	None.																								
Ventura	<table border="1"> <thead> <tr> <th>Position</th> <th>Adjustment Factor^a</th> <th>Time Subject to Assignment in School Months^b</th> </tr> </thead> <tbody> <tr> <td>Athletic Director</td> <td>1.04 (1.02^c)</td> <td>10</td> </tr> <tr> <td>Department Head</td> <td>1.04</td> <td>10-1/2</td> </tr> <tr> <td>Director of Nursing Education</td> <td>1.04</td> <td>10-1/2 to 12</td> </tr> <tr> <td>Coordinator II</td> <td>1.04</td> <td>10-1/2</td> </tr> <tr> <td>Coordinator I</td> <td>1.06</td> <td>10-1/2</td> </tr> <tr> <td>Division Chairman</td> <td>1.08</td> <td>11</td> </tr> <tr> <td>Head Librarian</td> <td>1.08</td> <td>12</td> </tr> </tbody> </table> <p>^aSalaries are recommended by Superintendent. Factors are guides only; not officially adopted. ^bUsual length of assignment. ^cWhen assignment is added to that of Division Chairman.</p>	Position	Adjustment Factor ^a	Time Subject to Assignment in School Months ^b	Athletic Director	1.04 (1.02 ^c)	10	Department Head	1.04	10-1/2	Director of Nursing Education	1.04	10-1/2 to 12	Coordinator II	1.04	10-1/2	Coordinator I	1.06	10-1/2	Division Chairman	1.08	11	Head Librarian	1.08	12
Position	Adjustment Factor ^a	Time Subject to Assignment in School Months ^b																							
Athletic Director	1.04 (1.02 ^c)	10																							
Department Head	1.04	10-1/2																							
Director of Nursing Education	1.04	10-1/2 to 12																							
Coordinator II	1.04	10-1/2																							
Coordinator I	1.06	10-1/2																							
Division Chairman	1.08	11																							
Head Librarian	1.08	12																							
Yosemite	Department Chairman 5%. Division Dean 10% + summer pay.																								

Question 5: How much special clerical assistance is assigned to the typical division head or department chairman?

District	Response
Cerritos	One full-time secretary for each Division.
Contra Costa	Virtually none.
El Camino	Secretary.
Foothill	One division secretary for chairmen and all members of the division.
Kern	Half-time.
LONG BEACH	None.
Los Angeles	None.
Los Rios	One full-time division clerk.
Mt. San Antonio	Two secretaries serve all departmental chairmen and deans.
No. Orange County	10-month secretary.
Orange Coast	Student Laboratory Assistant - 20 hours per week.
Pasadena	Each has a full-time secretary.
Peralta	Draw from clerical pool.
San Bernardino	One secretary.
San Diego	No set formula. One college assigns approximately 5% of one clerk's time plus additional student help as needed; another of our colleges assigns approximately 5 hours per week of student help to each department chairman.
San Francisco	One full-time clerk for English Department; 3 full-time clerks for counseling department; one full-time clerk shared by Social Science, Behavioral Science, Nursing and Health; one full-time clerk in Hotel; all other departments use student help. Clerical help in the duplicating department is available.
San Joaquin	Between 1/3 and 1/2 day of a secretary.
San Mateo	No response.
South County	Full-time division clerk per division except with 3 small divisions have half-time person.
State Center	One full-time secretary.
Ventura	One college has a clerical pool to serve 7 divisions (excluding Athletics, Nursing, and Special Projects, each of which has a full-time secretary); the other college has a full-time secretary for each of its five divisions.
Yosemite	None to full-time, depending on job.

Table F

1969-70 Practices of California's Largest
Public Junior College Districts with Respect to:
Summer School Compensation

- Question 1: On what basis do you determine what you will pay a regular college instructor who teaches summer school?
- Flat hourly rate for all instructors. What amount?
 - Same rate per hour taught as instructor earned on contract during the regular school year that precedes summer school (e.g., 1968-69 school year rates carry over to summer of 1969).
 - Same rate per hour taught as instructor will earn on contract during the regular school year that follows summer school (e.g., 1969-70 school year rates used in summer of 1969).
 - Fractional part of instructor's pay rate during preceding school year. What fraction?
 - Fractional part of instructor's pay rate during ensuing school year. What fraction?
 - None of the above. This is how we do it:

District	Response to Q1*					
	a	b	c	d	e	f
Cerritos				100%		x ¹
Contra Costa						x ²
El Camino		x				
Foothill				52½		
Kern		x				
LONG BEACH						x ³
Los Angeles		x				
Los Rios						x ⁴
Mt. San Antonio	\$ 8.50 9.50 10.50					
No. Orange County				x ⁵		
Orange Coast				x ⁶		
Pasadena					x ⁷	
Peralta					1/6	
San Bernardino				67		
San Diego				66⅔		
San Francisco	12.18					
San Joaquin						x ⁸
San Mateo						x ⁹
South County					x ¹⁰	
State Center						x ¹¹
Ventura						x ¹²
Yosemite		x				
TOTALS**	4	4	0	6	3	8

*Footnotes to explain certain district responses: See next page.

**Because some districts checked more than one response, these totals add up to more than 22.

Note: Footnote Explanations of Preceding Responses by 12 JC Districts to:

Question 1: On what basis do you determine what you will pay a regular college instructor who teaches summer school?

¹Cerritos: Same contract rate as preceding school year. Instructor who teaches summer session, full load, receives same contract monthly salary as regular school contract.

²Contra Costa: Adjusted to regular salary for fiscal year during which teaching occurs. At a ratio of 1:75 summer session and 1:60 evening.

³Long Beach: Contract rate during fiscal year (July 1-July 1), (Teacher actually teaches 20% additional hours during summer session for full rate.)

⁴Los Rios: Summer Session (Effective July 1, 1969)

	Class I	Class II	Class III
Per semester per Lecture Unit	\$237.06	\$260.82	\$284.40
Per semester per Laboratory Unit	\$170.10	\$173.88	\$189.54

Note: A lecture unit consists of 18 hours of instruction.
A laboratory unit has a similar definition.

Personnel holding an earned doctorate receive 10% of Class III in addition to the rates established above.

⁵No. Orange County: For lecture instruction, 75% of preceding school year rate divided by 30; for lab instruction, 80% . . .

⁶Orange Coast: Fractional amount (2 semester salary x 4/5 x 1/36 ÷ Teaching Load = Hourly rate)--restricted by a minimum of \$7.00 and a maximum of \$11.00.

⁷Pasadena: The following is the schedule of hourly rates for the 1969-70 summer session.

Step (Years of Experience)	Class A BA	Class B BA+36 or MA	Class C BA+54 Inc. MA	Class D BA+72 Inc. MA	Class E BA+90 Inc. MA	Dr.'s Degree
1	6.98	7.51	8.03	8.55	9.08	10.12
7	10.12	10.65	11.17	11.70	12.22	13.27
Maximum limit for initial employment						
10	11.70	12.22	12.74	13.27	13.79	14.84
11			13.27	13.79	14.32	15.36
12					14.84	15.89
15	12.22	12.74	13.79	14.32	15.36	16.41
18	12.74	13.27	14.32	14.84	15.89	16.93

⁸San Joaquin: Summer session rates are listed below.

Step	MA or Voc. Cred. with BA			Doctor's Degree
	BA or Less	Voc. Cred.	Cred. with BA	1
1	8.44	9.33	9.78	10.22
2	8.94	9.82	10.26	10.69
3	9.43	10.31	10.75	11.15

Teacher Experience - Day College, Evening College or Summer Session

1-2 Semesters Step 1
3-4 Semesters Step 2
All over 4 Semesters Step 3

Each Summer Session Counts as a Semester's Experience.

⁹San Mateo: The following shows the framework of the schedule of hourly rates for the 1969-70 summer session.

Years of Experience Allowed	Hourly Rate			
	Step	Lecture	Laboratory	Field
0	1	\$11.36	\$ 9.72	\$ 7.30
7 or 8	8	16.30	14.11	10.58
9 or 10	9	17.00	14.73	11.03

(Continued on next page)

¹⁰ South County: hours of summer school teaching per week x 14.25% annual salary
normal teaching load + one-fifth

¹¹ State Center: We use a 4 step hourly rate schedule for both lecture and lab.
See abridged Schedule C (1969-70).

Schedule C

Hourly Rate Per Lecture Hour

Steps	Class I	Class II	Class III	Class IV	Class V
1	\$8.33	\$ 8.88	\$ 9.44	\$10.00	\$10.55
2	8.88	9.44	10.00	10.55	11.11
3	9.44	10.00	10.55	11.11	11.66
4	--	10.55	11.11	11.66	12.22

Hourly Rate Per Laboratory Hour

Steps	Class I	Class II	Class III	Class IV	Class V
1	\$5.83	\$6.22	\$6.61	\$7.00	\$7.39
2	6.22	6.61	7.00	7.39	7.78
3	6.61	7.00	7.39	7.78	8.16
4	--	7.39	7.78	8.16	8.55

Steps = 1 Step equals each four steps on Schedule "A"
Class = instructors placement on Schedule "A"

¹² Ventura: Same rate per hour as instructor will earn during the regular school following the summer session.

Question 2: How does the number of teaching hours (lecture and lab) taught by an instructor full-time in summer school compare normally with the number of hours he teaches on a full-time basis during the regular school year?

- a. Same number of hours per week.
- b. More hours per week during summer school. How many more?
- c. Fewer hours per week during summer school. How many less?

District	Response to Q2			
	a	b	c	Other Choice
Territos		x ¹		
Contra Costa	Or less			
El Camino	x			
Foothill	x			
Kern		5		
LONG BEACH		20%		
Los Angeles	x			
Los Rios	x			
Mt. San Antonio	x			
No. Orange County	x			
Orange Coast	x			
Pasadena	x			
Peralta		5		
San Bernardino	x			
San Diego			3	
San Francisco	x			
San Joaquin				No relationship
San Mateo			Varies	
South County	x			
State Center	x			
Ventura		3		
Yosemite	x			
TOTALS	14	5	2	1

¹Teaches $\frac{2}{3}$ times the hours in 6 weeks and 2 times in 8 weeks.

Question 3: How long in weeks (was-were) your day school summer session(s) last summer?

4: How long in weeks (was-were) your evening school summer session(s) last summer?

5: About what percentage of your regular year faculty members were employed for additional compensation during the 1969 summer session?

District	Q3	Q4	Q5
	No. of Weeks	No. of Weeks	%
Cerritos	206 wk., 108 wk.	205 wk.	50%
Contra Costa	8	8	30
El Cuzino	6, 8, 10	6, 8, 10	28
Foothill	8	8	n.d.
Kern	6	6	28
LONG BEACH	206 wk.	8	68
Los Angeles	6	6	Not avail.
Los Rios	6, 8, 9	6, 8, 9	95
Mt. San Antonio	6	6	37
No. Orange County	6, 8	6, 8	65
Orange Coast	8	8	30
Pasadena	206 wk.	206 wk.	51
Peralta	6	6	40
San Bernardino	6, 8	6, 8	n.d.
San Diego	8	8	41.3
San Francisco	3, 6, 7	None	90.7
San Joaquin	6	6	33
San Mateo	6	8	15
South County	6	6	40
State Center	6	None	50-75
Ventura	1 campus, 206 wk.; 1 campus, 4 wk., 6 wk., 8 wk.	Same for evening	37
Yosemite	6	6	30
---	Mode = 6	Mode = 6	Median = 40% ^a

^aBased on 19 districts providing data.

Table G

1969-70 Practices of California's Largest
Public Junior College Districts with Respect to:
Extra-Compensation Classroom Teaching During Regular Year

- Question 1:** On what basis do you determine what you will pay a regular instructor who teaches additional college classes (beyond the normal contract load)?
- Flat hourly rate for all instructors. What amount?
 - Schedule of graduated hourly rates which bears no direct relationship to the regular contract schedule. What range?
 - Schedule of graduated hourly rates which is directly related to the regular contract schedule. What percentage of the hourly cost of an instructor's teaching under contract is paid for extra-compensation teaching? Range of hourly rates _____ to _____
 - If it costs the district X dollars to have Instructor A teach a 3-unit course under contract, he would also be paid the same number of dollars if he taught a 3-unit course on an extra-compensation basis.
 - Same as "d" except that Instructor A would be paid a fractional percentage of the amount that he would receive if he were teaching the course under regular contract. What percentage?
 - None of the above. This is how we do it: _____.

District	Response to Q1*					
	a	b	c	d	e	f
Cerritos			\$7.50- \$15.92			
Contra Costa						Not done
El Cerrino	\$9.65					
Foothill		\$7.11- \$12.95				
Kern						x ¹
<u>LONG BEACH</u>		\$8.79-(No \$9.80 MA) \$9.22-(MA or \$10.31 MA+)				
Los Angeles			x			
Los Rios				x		
Mt. San Antonio	\$8.50 \$9.50 \$10.50					
No. Orange County						x ²
Orange Coast						x ³
Pasadena						x ⁴
Peralta	\$10.35					
San Bernardino		1/1150- 1/1250				
San Diego		\$8.56- \$9.68				
San Francisco	\$12.18					
San Joaquin						x ⁵
San Mateo						x ⁶
South County	\$9.00					
State Center						x ⁷
Ventura						x ⁸
Yosemite			Based on 1st 3 steps of schedule			
TOTALS	5	4	3	1		9

*Footnotes for individual district explanations on next page.

Note: Footnote Explanations of Preceding Responses by 8 JC Districts to:

Question 1: On what basis do you determine what you will pay a regular instructor who teaches additional college classes (beyond the normal contract load)?

¹Kern: 50% contract base x $\frac{\text{number of hours class meets per week}}{30}$

²No. Orange County: Payment for Each Lecture Unit (Extended Day)

	Class I & II	Class III, IV & V	Class VI & VII
Step 1	\$188 (10.45)	\$200 (11.10)	\$213 (11.85)
2	200 (11.10)	213 (11.85)	226 (12.55)
3	213 (11.85)	226 (12.55)	239 (13.30)

Payment for Each Laboratory Unit (Extended Day)

	Class I & II	Class III, IV & V	Class VI & VII
Step 1	\$151 (8.40)	\$161 (8.95)	\$171 (9.50)
2	161 (8.95)	171 (9.50)	182 (10.10)
3	171 (9.50)	182 (10.10)	193 (10.70)

³Orange Coast: 1/1000 of instructor's annual full-time pay per hour of teaching.

⁴Pasadena: Summer school, extended day, adult education, overload are all paid on same certificated rate for hourly pay--1/1000 contract salary.

⁵San Joaquin: Paid on an hourly basis according to the Evening College Salary Schedule.

⁶San Mateo: We do not pay extra compensation for anything other than evening college teaching. Our teachers are not assigned overload in day college.

⁷State Center: Compensate instructor on hourly rate per abridged Schedule C (1969-70). See Table F, Footnote 11 (State Center).

⁸Yentura: Hourly Rates. All daily substitute and extension teachers shall be elected, time subject to assignment, at a rate which shall be 1/1000 of the basic annual salary for which they would qualify for contractual employment, provided that: (1) The service performed is in addition to any requirements prescribed as a part of their regular contract employment; and (2) The maximum hourly rate will be established annually until such time as it is fully implemented at 1/1000th. The present maximum rate is \$5.00 per hour.

Question 2: During the period from Monday through Thursday, what limit, if any, is placed on the amount of teaching a regular full-time instructor may do beyond his normal load?

- 2: How do you pay those teachers who teach adult education and other college-related classes who are not under regular contract as junior college instructors (e.g., local business men, local attorneys, local high school teachers, etc.)?
- Same pay basis as checked in "1" above--same as we pay our own college instructors.
 - Different plan. Please explain: _____.

District	Q2	Q3*	
	Load Limit	a	b
Cerritos	6 hrs.		x ¹
Contra Costa	Not done		x ²
El Camino	3 lecture hrs.		x ³
Foothill	1 class	x	
Kern	Not more than 1 extra pay class		x ⁴
<u>LONG BEACH</u>	6 hrs.	x	
Los Angeles	7 hrs.		x ⁵
Los Rios	6 hrs. in evening program		x ⁶
Mt. San Antonio	2 extra courses	x	
No. Orange County	6 hrs.		x ⁷
Orange Coast	No response		x ⁸
Pasadena	No fixed policy	x	
Peralta	6	x	
San Bernardino	6 hrs.		x ⁹
San Diego	2 nights, 6 hrs.	x ¹⁰	
San Francisco	By arrangement		x ¹¹
San Joaquin	1 class, 4 hrs.	x	
San Mateo	1 class, 5 hrs.		x ¹²
South County	3-6 hrs.	x	
State Center	2 classes or 40% beyond contract load	x	
Ventura	6 hrs.	x	
Yosemite	1 class	x	
--	6 hrs. = Mode	11 (Tot.)	11 (Tot.)

*Footnotes for individual district explanations on next page.

Note: Footnote Explanations of Preceding Responses by 12 JC Districts to:

Question 3: How do you pay those teachers who teach adult education and other college-related classes who are not under regular contract as junior college instructors (e.g., local business men, local attorneys, local high school teachers, etc.)?

- ¹**Cerritos:** Based on placement on salary schedule - Steps 1-6. No instructor not under regular contract may advance beyond Step 6; based on 1% of hourly rate.
- ²**Contra Costa:** Adjusted because certain responsibilities are excluded.
- ³**El Camino:** No adult education classes.
- ⁴**Kern:** 50% Class II, Step 1, of current year salary schedule x number of hours class meets per week = normal teaching load in hrs./year. Class II, Step 1, for 1969-70 is \$8,578. Minimum rate for 1969-70 is \$8.58 per hour.
- ⁵**Los Angeles:** Depending on experience, such teachers would be paid \$187.30, \$191.90, \$198.50, or \$204.80 for one semester consisting of one assigned hour of instruction a week.
- ⁶**Los Rios:** Paid according to classification determined by academic units completed after the receipt of B.A. or M.A.
- ⁷**No. Orange County:** Hourly rate for adult education - regular fractional contract for college classes.
- ⁸**Orange Coast:**

Hrs. of Teaching	"Substitute"	"Summer Session"	"Evening College"	
			Years of Experience	Hourly Rate
		Placed on OCJCD Salary Schedule	OCJCD E.C.	
1	\$14.00	Apply F, 1, d	1	\$3.00
2	20.00	(2 sem. salary x	2	8.25
3	24.00	4/5 x 1/36 - Teaching	3	8.50
4	28.00	Load = Hourly Rate)	4	8.75
5	34.00		5	9.00

- ⁹**San Bernardino:** \$8.50 to \$10.50 per hour, lab to lecture.
- ¹⁰**San Diego:** For teachers who teach college classes who are not under regular contract, same as we pay our own college instructors. Adult school teachers have completely separate schedule.
- ¹¹**San Francisco:** Some are paid at the rate of \$12.18 per hour; others are placed on the regular salary schedule and paid on a pro-rata basis for the number of units taught.
- ¹²**San Mateo:** Use evening college rates.

Table H

1969-70 Practices of California's Largest
Public Junior College Districts with Respect to:
"Other Matters of Concern"

Question 1: On a weekly basis, what do you consider to be a normal full-time teaching load for:

- a. Academic (lecture) courses?
- b. Vocational (trade) courses--graded?
- c. Vocational (trade) courses--ungraded?
- d. Laboratory courses?

2: How many hours per week is a full-time counselor expected to be on duty?

District	Q1				Q2
	a	b	c	d	Hours
Gerritos	15	--	--	20	33
Contra Costa	15	20	20	18	30
El Camino	15	--	--	20	20
Foothill	15	15	15	15	35
Kern	15	17-20	17-20	15-17	25, on oall 30
<u>LONG BEACH</u>	15	20	20	20	40
Los Angeles	15	15	--	20	35
Los Rios	15	20	--	22	35
Mt. San Antonio	15-16	3 hr. lab	--	3 hr. lab	35
No. Orange County	15	18-22	Adult Ed.	18-22	35
Orange Coast	15	25	--	22	6 daily
Pasadena	15	20	22	20	35
Peralta	15	20	20	20	30
San Bernardino	15	21-24	21-24	18	40
San Diego	15	20-25	20-25	18-20	40
San Francisco	15	--	--	20-22½	30
San Joaquin	15	25	25	22½	40
San Mateo		Variable			30
South County	15	15-24	15-24	18-21	n.d.
State Center	15	20-22	20-22	20	35
Ventura	15	15-22	15-22	22	35
Yosemite	15	20	20	20	n.d.
MEDIAN	15	20*	20*	20*	35*

*Median has been based on the number of districts supplying data.

Question 3: What compensation, if any, is given to a regular full-time instructor who is asked to take over ("cover") a class for one period for another instructor who is necessarily absent?

District	Response
Cerritos	None
Contra Costa	\$10.50+
El Camino	\$9.65
Foothill	None
Kern	\$8.58
<u>LONG BEACH</u>	Instructors cover without pay if possible. Otherwise, substitute pay.
Los Angeles	His own hourly rate
Los Rios	None
Mt. San Antonio	None
No. Orange County	Extended day pay
Orange Coast	1/1000 of annual salary per hr.
Pasadena	Usually none—done on exchange basis for one period.
Peralta	Substitute rate
San Bernardino	None for first 3 days, then evening rates.
San Diego	None for day classes; hourly rate for evening classes.
San Francisco	\$12.18 per hour
San Joaquin	Paid one hour at Evening College Schedule rate.
San Mateo	\$9.00 per hr. lecture; \$7.00 per lab.
South County	\$9.00 hr.
State Center	None
Ventura	Hourly pay at \$9.00 per hour maximum
Yosemite	None
Number responding "None" = 10.	
Number reporting specific dollar amounts = 12.	

Question 4: May regular contract instructors also substitute during the day for additional compensation?

Yes. At what rate?
No

5: How does the rate of pay for extra-compensation counseling service compare with the corresponding rate for teaching?

- a. Same pay for an hour of counseling as an hour of teaching.
- b. Higher rate for counseling.
- c. Lower rate for counseling.
- d. Other response. Please explain:

District	Q4		Q5			
	Yes (Rate)	No	a	b	c	d
Gerritos	1% of monthly rate					x ¹
Contra Costa	Substitute rate \$10.50+/hour				x	
El Camino	\$9.65			8%		
Foothill		x			x	
Kern	\$8.58/hour					x ²
LONG BEACH	Regular rate		x			
Los Angeles	His own hourly rate			x		
Los Rios		x	x			
Mt. San Antonio		x	x			
No. Orange County	Extended Day Pay		x			
Orange Coast	1/1000 of annual contract per hour					x ³
Pasadena	1/1000 of annual contract per hour			x		
Peralta	\$10.85/hour		x			
San Bernardino	None for first 3 days then evening rates					x ⁴
San Diego		x			x	
San Francisco	\$12.18					x ⁵
San Joaquin	Evening College Schedule rate		x			
San Mateo	\$9.00 and \$7.00					x ⁶
South County	\$9.00		x			
State Center	\$7.50				x	
Ventura	\$9.00 hourly maximum		x			
Yosemite		x		x		
TOTALS	17	5	8	4	4	6

¹We do not use our counselors for extra hours. We use part-time counselors.

²\$75 per contract year for counseling per 1/5 teaching load.

³\$48 per day--8 hour day.

⁴Low rate hourly.

⁵\$12.18 per hour outside of regular calendar pro-rata of annual salary for days during regular calendar (January, February).

⁶We have no rate for this purpose.

Question 6: What percentage of a normal teaching load does your head football coach carry and how much additional compensation beyond the regular instructors' salary schedule is he paid?

___% teaching load carried
___\$ additional compensation per year

7: What percentage of a normal teaching load do you require from these officers of the Academic Senate?

- a. President (or Chairman)
- b. Secretary

District	Q6		Q7	
	%	\$	a	b
Cerritos	12-month contract; 9 teaching hrs. released time in Fall; 3 teaching hrs. released time in Spring.	No extra pay	80%	100%
Contra Costa	55	None	80	100
El Camino	60	No response	None	None
Foothill	50	None	66	100
Kern	58	\$675	80	None
LONG BEACH	80	\$1528	80	100
Los Angeles	20	\$1008	100	100
Los Rios	60	\$6.27-\$9.04 per hr.	20	None
Mt. San Antonio	100	\$900	100	100
No. Orange County	Division chairman release time	One month extra pay	None	None
Orange Coast	100	a	100	100
Pasadena	100	b	60-66	100
Peralta	60	None	50	100
San Bernardino	60	\$1261	80	100
San Diego	100	\$885	80	100
San Francisco	100	\$1312.70	80	100
San Joaquin	73.4	c	80	150
San Mateo	50% during fall term.	None	100	100
South County	60	None	100	100
State Center	55	None	80	100
Ventura	100% includes foot- ball class	d	80	100
Yosemite	75	\$5	100	100
SUMMARY DATA	6 Districts=100% 16 Districts=Reduction	7 Districts=None 14 Districts=Extra \$	80%*	100%*

^a $\frac{2}{20}$ x two semester salary--12-month duty period.

^b $\frac{1}{1000}$ of the basic salary for 115 supplemental hours.

^c 10% of contract additional for one month's additional work in the summer.

^d $\frac{1}{1000}$ of basic annual salary per hr. for hours in excess of the normal teaching load (maximum of 110) plus $\frac{3}{4}$ month extra pay.

Question 8: In terms of ADA, what is your approximate student load per full-time (or F.T.E.) counselor? (Please exclude counselors assigned to vocational placement and any "special program" counselors.)

9: In terms of ADA, what is your approximate student load per full time (or F.T.E.) administrator? (Please exclude counselors, librarians, and those instructors who may not teach full-time because they are division heads, department chairmen, coordinators, and the like. We know this question will be hard to answer so if you wish to supplement it with a footnote we will surely understand.)

District	Q8	Q9
Cerritos	622	566
Contra Costa	350-500	400
El Camino	680	440
Foothill	370	600
Kern	602.31	No formula
<u>LONG BEACH</u>	900	<u>925</u>
Los Angeles	858	720
Los Rios	No response	No response
Mt. San Antonio	500	400
No. Orange County	406.8	328.0
Orange Coast	1:730	1:653
Pasadena	691	691
Peralta	406:1	No response
San Bernardino	1000	750
San Diego	572.38	672.38
San Francisco	525	632
San Joaquin	375	513.75
San Mateo	90-100 for each 1/5 counselor	425
South County	370	394
State Center	Fresno, 1:700 Reedley, 1:610	Fresno, 1:437 Reedley, 1:215
Ventura	400	502
Yosemite	500	700
Range	370 - 1000	326 - 925
Median	525*	566*

*Medians based on number of districts providing data.