

UF Guidelines Regarding Variance Requests

1. Part-Time Overload Requests

- 1.1 Routine requests for part-time overload variance requests shall be presented to the E-Board in a list, organized by department and college, without accompanying paperwork. Routine requests will be approved in batches.
- 1.2 Requests for part-timers to exceed 67% shall be considered “routine” so long as they:
 - arrive at the UF office prior to the semester in which the overload is requested;
 - do not exceed 100% load;
 - do not in any way violate Ed Code
- 1.3 Requests that are not routine will be sent to E-Board members prior to the meeting in which they will be discussed, when possible.
- 1.4 Requests for overload that are submitted to the UF after the semester in which the overload is requests shall be rejected, unless the E-Board chooses to acknowledge extenuating circumstances.
- 1.5 Requests for overload that exceed 100% but do not exceed 150% will be considered on a case-by-case basis, but it shall be the standing policy of the E-Board to approve such requests unless other factors suggest that the overload does not serve faculty or student interests.
- 1.6 Requests for overload that exceed 150% will be rejected, unless the E-Board chooses to acknowledge extenuating circumstances.
- 1.7 The E-Board supports the right of all faculty to teach overload, within the limits of the law.
- 1.8 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.

2. Evaluation Committee Variances

- 2.1 Requests for full-time non-tenured faculty in their first or second year to serve on evaluation committees or evaluate others will be rejected.
- 2.2 Requests for full-time non-tenured faculty in their third or fourth year to serve on evaluation committees or evaluate others will be considered on a case-by-case basis. Once a petition for a variance is received from a

department, a UF VP or designated E-Board representative will contact both the faculty member who would conduct the evaluation and the faculty member who would be evaluated. If the E-Board representative is convinced that both the evaluator and evaluatee have no reservations about the variance, and if no other faculty member expresses reservations to the E-Board, the variance request shall be approved.

- 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 recognize extenuating circumstances.

3. Hiring Committee Variances

- 3.1 All requests for hiring committee variances shall be considered on a case-by-case basis.
- 3.2 Requests to add managers to hiring committees shall be rejected, unless the E-Board chooses to recognize extenuating circumstances.
- 3.3 Requests for full-time non-tenured faculty in their first or second year to participate in hiring committees shall be rejected.
- 3.4 Requests for full-time non-tenured faculty in their third or fourth year to participate in hiring interviews shall be rejected. The E-Board may elect to allow a 3rd or 4th-year faculty member to observe as a non-voting member of an interview committee.
- 3.5 Requests for full-time non-tenured faculty in their third or fourth year to participate in paper-screening may be approved in the E-Board finds sufficient justification to warrant the variance. Before granting such a variance, however, the UF VP or designated E-Board representative shall speak privately to the non-tenured faculty member and to other members of the hiring committee, to be sure that no faculty member on the committee has reservations about the variance.
- 3.6 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 contract be followed.

4. General Variance Policies

- 4.1 In the case of both hiring committees and peer evaluations, the E-Board considers that there are no routine variance requests. Variances to the contract should be rare.

- 4.2 All variance requests should be submitted to the UF in writing well before the implementation date, so that the E-Board will have time to research and consider carefully. Requests should be accompanied by a short explanation of why the variance is necessary.
- 4.3 The UF will reply in writing to every variance request after the E-Board has approved or rejected it.
- 4.4 If circumstances prevent the E-Board from being able to consider a variance request (if a determination needs to be made in the summer, for example, when the E-Board is not in session), then the UF President, in consultation with the UF VP and at least one other E-Board member from the affected college, shall have the authority to approve or reject.
- 4.5 The policies contained in this document are guidelines; they are not bylaws or rules. The E-Board may elect to alter or ignore these guidelines if need be. These guidelines are meant only to help the E-Board make decisions, to provide some consistency, and to give faculty who may be considering requesting a variance a reasonable sense of what to expect from the UF by way of response.