**MODEL LETTER FOR FULL-TIME *NON-*TEACHING FACULTY**

Dear Dean X:

I am writing to inform you of my anticipated nonteaching assignment and college service activities for the Spring 2018 semester, to ensure the District does not require me to perform any assignment or college service activities outside of what is required by the CCFT-SLOCCCD CBA.

Please also accept this as notice that I am participating in CCFT’s Work-to-Contract campaign for the Spring 2018 semester.

1. Per Article 5.2-5.6 of the CCFT/SLOCCCD CBA I will be performing the following nonteaching assignment:

[Describe assignment and scheduled hours, if any.]

Please also be aware that in the absence of prior agreement from me and except for any paid overload or summer service, I intend to work only the contractually required 40-hours per week and 175 days per year, and not perform service on holidays, weekends as set forth in Article 5.7.

In addition to providing the service listed above, I will also serve as [stipend or reassigned position, e.g. DE Coordinator, Curriculum Committee Chair, AS Chair] and will receive [Y percent reassignment or $X stipend] for this service.

1. Per Article 5.2-5.6, I will serve on assigned college committees or perform other approved service to the college to meet my requirement for 5 hours per week of such service:

[Description of service, eg, “tenure evaluation committee for Professor X, hiring committee for position Y, participatory governance and/or CCFT committee and service in the Academic Senate.”]

Please also be aware that in the absence of prior agreement from me and except for overload, I intend to work only the contractually required 40-hours per week and [175 or 197 days per work year], and not perform service on holidays, weekends as set forth in Article 5.7.

If you understand my assignment for Spring 2018 differently, please immediately let me know. If I do not receive any such notification from you, then I will assume the above correctly sets forth my teaching assignment and college service activities for Spring 2018.

Sincerely,

[FACULTY MEMBER]

cc: Debra Stakes, CCFT President