



# Request to Waive ISA or CI Contract Provision

## Instructions:

This form serves as a request to waive Article 13D of the Faculty Collective Bargaining Agreement due to special circumstances.

**Reminder:** "Waiver" is due in Human Resources, District Office within 10 working days of start of term.

Please print or type and ensure all information is provided as omissions can delay processing. Read Information box below before completing.

Return completed form to:

Human Resources Division  
Academic Recruitment Unit  
770 Wilshire Boulevard, 4th Floor  
Los Angeles, CA 90017

## 1. Position (Choose one.):

Instructor, Special Assignment

Consulting Instructor

To serve as Director of

Department, Program, Project or Function:

Location:

College:

## 2. Special Circumstances Certification:

This request comes as the result of the unsuccessful second search the College conducted in its attempt to hire for this position.

- The previous search was conducted:

Date From

Date To

- The College sent job announcements to (Choose one.):

All contract or regular faculty in the Los Angeles Community College District

All full-time and part-time faculty as listed below

Departments

- The search committee considered all applicants who met the minimum job qualifications as announced and who were contract or regular faculty members in the District or part-time faculty members on a seniority list in the relevant disciplines at the College.
- The College followed the approved hiring procedures it adopted on  
Date
- It is the College's intention to hire the person waived under this procedure to a period to no more than one year.
- In addition to a faculty performance evaluation, which will be conducted in accordance with Article 19, the College will assess the success of the project and determine what steps will be needed to continue or modify the project for the future.
- This waiver is for a position not funded by a specially funded program.

### 3. Waiver Submitted By:

AFT Chapter President Name:

AFT Chapter President Signature:

Date

Vice President, Academic Affairs Name:

Vice President, Academic Affairs Signature:

Date

**4. Waiver Approval:** The signatures below acknowledge acceptance of this waiver for special circumstances.

AFT College Guild President Name:

AFT College Guild President Signature:

Date

College President Name:

College President Signature:

Date

### **Information for Initiator Requesting a Waiver**

The provisions of Article 13 Section D.11 of the AFT Faculty Guild collective bargaining agreement can be waived in special circumstances with the written authorization of the AFT Chapter President at the college and of the President of the Guild. In the event such a waiver is agreed, the following conditions must be met:

- A. An announcement of the position shall be circulated Districtwide. Any contract or regular faculty member in the District or any part-time faculty member on a seniority list at the advertising college who meets the qualifications and applies for the position should be considered for an interview.
- B. The selection or interview procedure must conform to the process defined for the college through collegial consultation with the college's Academic Senate.
- C. The evaluation or tenure process must be in accordance with Article 19 of the AFT Faculty collective bargaining agreement.
- D. Except as otherwise provided by law, nothing in this waiver shall be construed as extending to a contract or regular faculty member who was initially hired as a Consulting Instructor or Instructor Special Assignment any right to reassignment to a department.