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**Administrative Procedure**  
Chapter 7 – Human Resources

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## **AP 7210    ACADEMIC EMPLOYEES**

### **References:**

Education Code Sections 22724, 87400 et seq., 87483, 87482.8, and 87600 et seq.;  
Title 5 Section 51025;  
Master Agreement | LBCCFA - Long Beach City College Faculty Association  
ACCJC Accreditation Standard 3

The Vice-President, Human Resources, or their designee shall be responsible for administering these procedures.

### **Employment**

The District employs, for academic positions, persons who possess the minimum qualifications established by the California Community Colleges' Board of Governors.

Applicants for academic positions who do not meet the exact minimum qualifications may be considered through an equivalency process which assesses whether the applicant possesses qualifications at least equivalent to the minimum standards as set forth above.

The District is committed to proactive recruitment strategies to attract a diverse and qualified applicant pool, including advertising in various publications and platforms. Position announcements shall clearly state the minimum and desirable qualifications, job responsibilities, and application requirements. The selection process will be consistent, fair, and based on job-related criteria. Final hiring recommendations are subject to approval by the Superintendent-President and the Board of Trustees.

### **Professional Titles**

Professional titles are authorized for full-time tenure track faculty as follows:

**Assistant Professor:** all full-time tenure track faculty prior to tenure.

**Associate Professor:** all full-time tenured faculty beginning the semester after tenure has been awarded.

**Professor:** all full-time tenured faculty upon completion of an additional three (3) years of full-time service in a tenured position.

The title of Instructor shall be used for all part-time faculty members.

Professional titles have no effect on District compensation to faculty.

Faculty hired prior to January 1, 2010 will retain their current title if it is of a higher rank than specified by these regulations. Faculty may also apply for advances in rank according to the procedures under which they were hired.

### **Workload**

Full-time instructional faculty are typically assigned a workload equivalent to 30 teaching units per academic year, encompassing teaching, office hours, and institutional service.

Part-time instructional faculty assignments typically shall not exceed 67% of a full-time teaching load, in accordance with Education Code Section 87482.5.

### **Reduced Workload**

This reduced workload option is available to tenured full-time faculty in accordance with the District's collective bargaining agreement with the Long Beach City College Faculty Association (LBCCFA).

Pre-retirement Reduced Workload Option (option in which the employee receives credit towards retirement as though employed on a full-time basis):

- The employee shall have reached the age of 55 before being eligible for a reduction in workload. The employee cannot participate in the plan for more than ten years.
- The employee shall have been employed full time in an academic position for at least ten years of which the immediately preceding five years were full-time employment. Sabbaticals and other approved leaves do not constitute a break in service. Such leave, however, is not used to compute the five years' full-time service requirement prior to entering the program.
- The employee must request in writing the option of reduced workload to the Vice President, Human Resources, at least 60 days prior to the beginning of each semester. The option may be revoked or altered within code limitations only by the mutual consent of the employee and the District.
- The employee shall be paid a reduced salary prorated on the basis of the full-time salary for the position in which they serve. They shall retain health benefits (including life insurance) in the same manner as a full-time employee. Sick leave will accrue on a prorated basis. A year of service credit will be granted for each year in the program, provided the minimum service requirements are met. All other rights and benefits shall be provided in accordance with applicable statutes and/or District policy.
- The minimum assignment shall be half time. Half-time employment shall be the equivalent of one-half the number of days of service required by the employee's

contract of employment during their final year of service in a full-time position or a minimum of fifteen (15) teaching units for the entire year. An employee may request, as a minimum, an assignment which is: a) 100 percent for one semester and no assignment for the second semester, b) 50 percent for each semester, or c) any assignment which averages 50 percent or more for both semesters of the college year.

- The District and the employee shall each contribute to the State Teachers' Retirement Fund (STRS) the amount that would have been contributed if the employee had been employed on a full-time basis. During the period in which the employee is not working, a lump-sum payment equal to the retirement contribution for the period shall be remitted to the District by the employee prior to beginning the reduced workload program. This amount, along with the District contribution, shall be forwarded to the State Teachers' Retirement System.
- Employees who are participating in the pre-retirement reduced workload option are not eligible for sabbatical leave.
- Should the employee wish to be granted leave without pay for any reason, the salary received for the school year must not be less than half the salary the member would have earned if employed on a full-time basis. If the member is paid less than half of the full-time salary, the minimum participation requirements will not have been met.

Voluntary Contract Reduction Option (option in which the employee receives credit towards retirement on a prorated basis):

- Academic full-time faculty interested in a voluntary contract reduction program must submit a request to the Vice President, Human Resources, by March 15 of each year.
- The request must be approved by the department head, instructional dean, or student services dean, and by the appropriate vice president. The request must not have a detrimental effect on instruction. The voluntary contract reduction may be for one or both semesters of a school year.
- The employee shall be paid a reduced salary prorated on the basis of the full-time salary for the position in which they serve. Both the District's and the employee's contributions to the State Teachers Retirement System will be prorated to the actual earnings for the year. The lost STRS service credit may not be "bought back" by the employee.
- The employee shall retain health benefits (including life insurance) in the same manner as a full-time employee as long as the time worked is 50 percent or greater. Sick leave will accrue on a prorated basis. A year of service credit will be granted for each year in the program, provided the minimum service requirements are met. All other rights and benefits shall be provided in accordance with applicable statutes and/or District policy.

- Employees who are participating in the voluntary contract reduction option are not eligible for sabbatical leave.
- Employees who are presently on a voluntary reduced contract must resubmit a request each year for the next year by March 15.

Also see BP/AP 3050 Institutional Code of Ethics; BP/AP 3410 Nondiscrimination; BP/AP 3420 Equal Employment Opportunity; BP/AP 7120 Recruitment and Hiring; BP 7210 Academic Employees; AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies; and AP 7212 Temporary Faculty.

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**Approved:** No dates

**Revised:** November 11, 1986 (AR 3027); October 22, 1991 (AR 3028); August 24, 2010 (AR 3027); May 22, 2019 (AR 3028); May 26, 2021 (AR 3028); July 9, 2025  
(Replaces former LBCC ARs 3027 and 3028)