

Paralegal Program

MEMORANDUM OF UNDERSTANDING

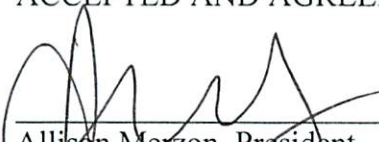
This MEMORANDUM OF UNDERSTANDING ("MOU") is entered into by and between the SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT ("District"), the CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909 ("Federation").

Now, therefore, the District and the Federation have agreed as follows:


1. To meet the needs of the students, staff and faculty in the Paralegal program, a part-time faculty member will serve as lead faculty.
2. The faculty member will receive a stipend of \$3000.00 per semester for their coordination and leadership in the Paralegal area. The stipend is to be distributed in equal payments over the semester.
3. The areas of responsibility and tasks for this lead designation are appended in this document.
4. This MOU is aligned with other part-time lead faculty designations as outlined in Appendix B of the Collective Bargaining Agreement.

By their signatures below, the signatories certify that they are the authorized representatives of either the District or the Federation and that any and all actions necessary for the parties to ratify and accept this MOU as a binding agreement have been completed in the manner required by that party. Upon the affixing of the signatures below, this MOU is entered into without the need for further ratification and acceptance.

ACCEPTED AND AGREED TO:


 Allison Merzon, President
 CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909

5-18-10
Date


 Laura Benson, Interim Executive Director
 Human Resources & Labor Relations
 SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

5-18-10
Date

Lead Paralegal Faculty Duties

- **Oversee and coordinate all aspects of the Paralegal Program**
- **Oversee and/or develop new Paralegal Program curriculum**
- **Oversee and/or make Paralegal Program curriculum revisions**
- **Assist in the development of the paralegal class schedule**
- **Assist with division reports (e.g. Unit Plan, Mid-Year/Year End reports, CTEA reports)**
- **Prepare bi-annual paralegal program review**
- **Assist in the hiring and mentoring of new part time paralegal faculty including review of employment applications and interviews with applicants**
- **Serve as the Paralegal Program point-of-contact person**
- **Institute open house functions for current and prospective paralegal students**
- **Attend Tech Fair, College Night, and career fairs**
- **Update the Counseling Department regarding the Paralegal Program**
- **Present paralegal course revisions to the Curriculum Committee**
- **Provide Paralegal Program internship/job shadows/outreach**
- **Assist in the development and maintenance of Paralegal Program marketing materials**
- **Establish and manage a Paralegal Program advisory committee**
- **Perform other duties as assigned by the division chair or full time law instructor**
- **Prepare and submit application for membership in American Association for Paralegal Education (AAfPE)**
- **Prepare and submit application for program approval from the American Bar Association (ABA) and oversee approval process.**