

## **ARTICLE 6 - HOURS AND WORKLOAD OF FULL-TIME FACULTY AND ACADEMIC PROFESSIONALS AND PART-TIME ACADEMIC PROFESSIONALS**

The intent of the workload provisions of this Agreement is to provide bargaining unit members with an adequate opportunity to participate in departmental, campus and college governance and to do quality work in meeting their professional responsibilities, as identified in Article 5.

### **6.1 Work Year and Work Week**

6.11 Each full-time Instructor, Counselor or Librarian shall have a 176 day work year with a 35 hour work week as defined in 6.2, 6.3 or 6.4, except as provided in 6.112 and 6.113 below.

6.111 The normal work year may be scheduled in any three terms during an academic year. Normally, the assignment will be for Fall, Winter and Spring terms. With the consent of the employee, alternate assignments involving Summer term (at either the beginning or the end of the work year) may be made (e.g. Summer, Fall and Winter; or, Fall, Spring and Summer). Such agreements will be documented in writing and copies will be provided to the Human Resources Department and Payroll prior to the beginning of the alternate assignment. Some schedules may result in a salary prepayment to the employee during an appointment year. See Article 16.43.

6.112 If the employee chooses and Management agrees, the work year may be scheduled in four consecutive terms at a reduced level for each term. There will be no increase in salary. The aggregated work performed during this 4-term period will be the equivalent of that performed during a 176-day work year with 35 hour work week (as defined in 6.2, 6.3 or 6.4).

6.113 The parties recognize that some programs offered by the College do not fit within the traditional academic year model described above. In order to meet the needs of those programs for flexibility in scheduling, the parties agree that such programs may utilize alternative schedules upon approval through the contract administration meetings (CAM).

6.12 Each Academic Professional shall have an annual appointment of between 1,387 hours and 2,080 hours, defined in Article 6.5.

6.13 The work week of full-time Instructors, Counselors and Librarians (as defined in 6.2, 6.3 or 6.4) shall be scheduled on a five consecutive day a week basis unless Management designates a four-day per week schedule or unless the Faculty member and their Administrative Supervisor mutually agree upon an alternative schedule. A Management designated four-day work week, which includes the required work hours specified in 6.2, 6.3 or 6.4, shall equal five work days toward fulfillment of the work year.

6.14 Employees will be notified of their scheduled work days and assigned campus location for the ensuing year prior to the end of Spring term.

### **6.2 Instructor Workload**

6.21 The 35-hour work week typically shall include a minimum of thirty hours on campus. Five hours will be posted office hours.

- 6.211 It is understood that non-instructional days will consist of seven hours of professional duties and when assigned will constitute an exception to the thirty hours on campus work week.
- 6.212 Inasmuch as some preparation and evaluation are to be completed outside of the thirty hour on-campus work week, Instructors will be required to spend at least five additional hours at these tasks off campus.
- 6.213 Telecommuting: In some cases individual Instructors and their appropriate Administrative Supervisor may agree to an exception to 6.21 which includes telecommuting.
  - 6.2131 Any agreement for telecommuting between an individual Faculty member and their Administrative Supervisor must be in writing and must recognize the Faculty member's responsibilities outside of the classroom. (See Article 5.)
  - 6.2132 Instructors teaching distance education courses that are largely asynchronous (e.g., telecourses, web-delivered courses) have the option of reducing the number of required on campus hours by written agreement with their Administrative Supervisor. Such agreements must meet the provisions relating to telecommuting above and should reduce time on campus proportionate to the extent of the Instructor's courses taught by distance education delivery. However, even those Faculty who teach entirely by distance education must be on campus a minimum of five hours per week.

6.22 Teaching Load. Instructional teaching load will be assigned and monitored by Management using the teaching load factors specified in this Article as a guide. In calculating the teaching load/full-time equivalency (FTE), the number of contact hours per week will be multiplied by the teaching load factor indicated for the instructional component. If a Faculty is assigned courses that include more than one primary

instructional component, the teaching load will be calculated for each component and the results summed to reflect total teaching load for all regular assignments.

The teaching load, averaged over three terms, may range from .92 - 1.15. This load will not exceed the uppermost limits of this range for any given term without the individual Faculty's consent.

FTE for Field Supervision will be calculated by applying the teaching load factor to the number of hours per week the Faculty has been scheduled by her/his Administrative Supervisor to be in the field with students rather than on the number of hours specified in the course content and outcome guide. The teaching load assigned must be in writing and must specify the number of students supervised and the expected hours of instructional related activities per student.

Teaching load factors for individual courses may be changed only as a result of the revision of course content outcome guides. Teaching loads may deviate from those calculated using teaching load factors according to SAC recommendation and administrative approval. Any changes will be made in such a way as to minimize adverse impact on students and student learning. (Following ratification of this Agreement the Federation and Management will develop a procedure to implement this provision through CAM.)

Instructional Component	Teaching Load Factor	Weekly Range Total Hours*
I Lecture including recitations & seminars	.068	14 – 16
II Laboratory A & PE Courses	.046	20 – 25
III Laboratory B	.054	17 – 21
IV Combined Lecture-Lab	.054	17 – 21
V Field Supervision Indirectly Supervised Clinicals Practicums Special Projects	.038	24 - 30
VI Cooperative Education**	.038	
VII Directly Supervised Clinicals	.054	17 - 21

\* These numbers are provided for reference only. They represent total contact hours if an Instructor's load were exclusively of a single type (e.g., if all lab, 20 - 25 hours).

\*\* See Appendix E for application of the Co-Op Ed workload factor on a per student basis.

6.221 Definitions: The descriptions below are for purposes of contractual issues related to Faculty workload and are not intended to restrict the pedagogy utilized to ensure student success. For purposes of Distance Education courses, those courses shall carry the same workload designator as classroom sections of the same course.

6.2211 Lecture - Classes where Faculty effort is primarily on activities such as preparation, grading and student evaluation which occur outside of and in addition to scheduled class hours. Class format is traditionally lecture, but Instructors may utilize discussion and other class activities to help students master conceptual materials. Student application of concepts is limited.

6.2212 Lab A - Classes where Faculty effort is primarily during scheduled class hours. Preparation generally occurs outside class hours, and evaluation of student work generally occurs during class hours. Class format is students working independently with the Instructor available, and in the instructional area, for assistance and supervision.

6.2213 Lab B - Classes where Faculty effort in preparation generally occurs outside of scheduled class hours and evaluation occurs outside of scheduled class hours. Class format is a combination of Faculty lectures and demonstrations, guided student interactions and supervised student application of lectures. Students produce lab notebooks, lab reports, and respond in writing to assigned questions; the Instructor is expected to comment on and grade this written work outside of scheduled class hours.

6.2214 Lecture-Lab - Classes where Faculty effort in preparation generally occurs outside of scheduled class hours and evaluation occurs both during and outside of scheduled class hours. Class format is a combination of Faculty lectures and demonstrations, guided student interactions and supervised student application of lectures. Those courses in which the course content guide does not clearly designate the number of lecture hours and laboratory hours.

- 6.2215 Directly Supervised Clinical - Supervision of students in a setting which involves patient care. Assessment of student learning occurs during and outside of scheduled clinic hours.
- 6.2216 Field Supervision - The placement of students in a work experience activity on or off campus. A College supervisor visits the work site periodically, but the primary supervision is from the employer or other individual contracted to provide the experience.
- 6.2217 Instructional Contact Hours per week - The number of clock hours per week assigned to Instructors in the official College class schedule. This definition excludes those instances in 6.2216 in which Instructor-assigned hours are less than student contact hours.

- 6.222 The teaching load for a full-time Composition/Literature Instructor primarily teaching Management-designated writing courses will be 18 - 21 hours per week of student contact.

This calculation is based on the premise that Instructors of 3-credit Management-designated writing classes will spend at least two hours in writing conferences and writing analysis activities outside of regular class time for every three hours of lecture, while Instructors of 4-credit classes will spend at least three hours in writing conferences and writing analysis activities outside of regular class time for every four hours of lecture.

Individual conferences will be held with students in designated writing courses at least twice during the term. Course content and outcomes guides will reflect the minimum number of student conferences and minimum number of papers to be written by students.

Subject Area Committees (SAC) may request in writing that courses become designated writing courses. If this request is denied, the reasons for denial shall be issued in writing to the SAC. This decision may be appealed by the SAC to the District President or the President's designee for a final decision.

- 6.223 The teaching load for Instructors who teach developmental education courses (except mathematics) shall range from .78 to .96 FTE. The balance of the teaching load, up to 1.0 FTE, will be assigned in the campus or center's tutoring center.
- 6.224 The College will allocate a minimum annual budget of \$50,000 to support bargaining unit employees (Academic Professionals, Faculty, Librarians, Counselors) who are involved with rapid curricular or program change. Awards from this budget will be made through the Instructional Improvement Project (IIP) Committee. The IIP Committee membership will represent a balance among Counselors, Academic Professionals, Administration, Faculty, Librarians, divisions and campuses. The Federation will assist in recruiting and selecting members. Awards may be, but will not be limited to, stipends or release time. Awards will not be made to purchase equipment. Awards will be designated for a specified time period not to exceed two years.
- 6.225 Faculty and Management will periodically review class size limits. (See Article 26.24.)

No fourth week class size combination for an individual Instructor will result in more than 640 student contact hours (SCH) per week (e.g., 16 contact hours with 40 students each). In calculating SCH, students in the following courses will be weighted by 0.5:

Telecourses, PE 10, GED 746, ESL 761, any similar classes. The 640 SCH number is an upper limit, not a standard; and it is not intended, in and of itself, to increase class size.

## 6.23 Assignments

6.231 The Division Dean shall assign Instructors for student advising during registration periods. The period of registration will extend from three weeks prior to the start of Fall term classes through the two weeks following the end of Spring term. Consideration will be given to scheduling the non-teaching days in at least two- to three-day blocks, and to the rotation of assignments during Winter and Spring breaks. Instructors shall not be assigned non-teaching days during both the two weeks following the end of Spring term and during the first week of the Fall term registration period without the Instructor's consent. The individual Instructor's preference shall be taken under advisement in making registration advising assignments, provided the Instructor's timely requests are made in writing to the Division Dean. Assignments for student advising during any period other than that described above will be made only with the consent of the Instructor. Evening registration assignments of up to four hours shall be credited as one-half a contract day.

6.232 Instructional assignments will be made based on student and program needs, the size of available classrooms, the qualifications of the Instructor and, insofar as possible, the interests of the Instructor. The individual Instructor's preference shall be taken under advisement in making teaching assignments, provided the Instructor's timely requests are made in writing to the Division Dean. Notification of actual teaching assignments will be given two weeks after the class schedule is finalized. However, this does not preclude changes in the class schedule due to circumstances such as class cancellation and the addition of new classes.

6.233 Teaching assignments will not exceed an eight hour period in a day unless it is necessary to constitute a full workload for the Instructor or unless the Instructor has agreed to accept such an assignment. When assigning classes, Management will consider providing for a twelve hour span between the last class of the day and the first class of the next day, based on the starting times for the classes.

6.234 Instructors will not be required to have more than four preparations in any term without their consent, or unless more than four preparations are required to constitute a full work load.

One preparation is required for each course with a unique (different) course number which is assigned as a part of the Instructor's regular teaching load, which is not concurrent (taught at the same time) with any other course assignment, and which is not being team taught. A class time with more than four concurrent courses constitutes another preparation.

6.235 The daily work schedule showing a typical week the College is in session including teaching assignments, office hours, and other instructional-related

activities shall be approved by the Division Dean. This schedule shall be filed for approval with the Division Dean by the end of the first week of each term.

6.236 Instructors shall post their office hours schedule in a conspicuous location in their office area. Office hours are to be held at the Instructor's assigned office location unless arrangements are made in advance with the Division Dean. If an alternate location for office hours has been approved for regular use, this shall be noted on the Instructor's schedule. The Division Dean or designee should be notified if an Instructor must be absent during office hours and a note posted at the office location for the information of students.

6.237 When Instructors are required by Management to travel between campuses, centers or other facilities on the same day one or more times a week, reasonable travel time will be included in the thirty hour on campus requirement.

6.24 Course Development and Major Revisions:

6.241 New course development/major revision of an existing course. In some cases, curriculum review or program review may also qualify for release time or additional compensation. (See Article 26.22.)

6.2411 The development of a new course content and outcome guide or the major revision of an existing course content and outcome guide must be approved by Management in advance and shall be in accordance with the procedures of the Educational Services Division.

6.2412 An Instructor who agrees to accept an assignment for developing a new course content and outcome guide or a major revision of an existing course content and outcome guide shall either receive release time or additional compensation according to the rate in Appendix D. This shall be specified before the Faculty member agrees to accept the assignment. Such released time or additional compensation is predicated upon the completion of the assignment and its acceptance by Management. Faculty may develop or revise courses under the provisions of this Article without released time or additional compensation.

6.242 Instructors who teach classes which have been substantially affected by rapid technological change may apply in writing through their Administrative Supervisors for additional time to revise course materials. The Administrative Supervisor and the Dean of Instruction/Student Development shall each review the application and make a recommendation. If approved by the Executive Officer, the Instructor will receive either release time or additional compensation at the curriculum development rate specified in 6.2412 of this Agreement.

6.243 Course Development or Revisions for Distance Education

The parties recognize the evolving nature of distance education and technologies which support it. In order to maintain flexibility as this evolution continues, the parties agree to provide significant latitude to Instructors (whether full-time or part-time), Division Deans and the College Distance Education Department to develop individual agreements which meet the needs of all three.

The selection of courses and programs (certificate or degree) for distance delivery is the responsibility of the academic administration of the College in accordance with EAC policy.

Consistent with the EAC policy, the appropriate SAC reviews all proposals for new distance education courses and makes recommendations regarding learning activities, techniques and technologies necessary to ensure that SAC approved course outcomes are met. The Distance Education Department and the sponsoring department work with the SAC and Faculty assigned to develop the course to ensure that SAC recommendations are met.

Developing a course for distance education may involve a wide range of activities depending on factors such as, the extent of original materials, the Instructor's prior experience with the distance education modality, the media to be used, the nature of the subject matter and other factors. Courses which are selected for development as a distance education course offering will be produced under a letter of agreement between the Instructor, the Division Dean and the College Distance Education Department.

The letter of agreement may cover a period of multiple terms including initial terms of teaching, evaluating and revising the course.

To facilitate agreement and mutual understanding of the variables which need to be considered in reaching the above agreements, the parties have agreed to the Memorandum of Understanding which is reproduced in the back of this Agreement.

### 6.3 Counselor Workload

6.31 The 35-hour weekly work schedule for each Counselor will be assigned by the Administrative Supervisor and may include evening and weekend hours so as to provide evening and weekend counseling services. Each Counselor's workload will not require more than five work days and will include five hours per week for non-student contact job-related activities unless otherwise agreed to in accordance with Article 6.13. Where travel or off-campus activities are required by the Administrative Supervisor, the time required will be included in the work week.

6.32 Assignments to career or personal development classes shall not exceed twenty percent of the term workload, without the consent of the individual Counselor. When assigned teaching responsibilities as a part of their direct services workload, Counselors will be allowed one hour of office time for every three teaching contact hours per week. This will be credited to the Counselor's direct service time and not against their weekly non-student contact time.

### 6.4 Librarian Workload

6.41 The 35-hour weekly work schedule for each Librarian will be assigned by the Director of Libraries. The work week may include evening and weekend hours, so as to provide evening and weekend library and media services. Each Librarian's workload will not require more than five work days and will include five hours for non-student contact job-related activities unless otherwise agreed to in accordance with Article 6.13. The work day shall be scheduled in seven continuous hours, excluding meal periods, unless the Librarian consents to another schedule. Where travel or off-campus activities are required by the Director of Libraries, the time required will be included in the work week.

- 6.42 Each Librarian shall file with the Director of Libraries the daily work schedule for the typical week the College is in session.
- 6.43 The preferences of the individual Librarian shall be taken under advisement in scheduling working hours.

#### 6.5 Academic Professional Workload

- 6.51 Academic Professionals are FLSA exempt employees. As such, the expectation of these staff is that their work time is not bound to a fixed schedule. Notwithstanding their FLSA status, the work schedule for full-time Academic Professionals shall consist of a minimum of 1,387 hours per year. The work schedule for part-time Academic Professionals shall consist of a minimum of 960 hours and a maximum of 1386 hours per year. The work schedule will be determined by the Administrative Supervisor and the Academic Professional and may include evening and weekend hours.
  - 6.511 Where travel or off campus activities are required by the Administrative Supervisor, the time required shall be included in the work week.
  - 6.512 In some cases individual employees and their appropriate Administrative Supervisor may agree to a schedule which includes telecommuting. In such cases the provisions of Article 6.213 shall apply to Academic Professional employees.
- 6.52 Each Academic Professional will establish their work schedule in cooperation with their Administrative Supervisor. When the needs of the program would be better served by a work schedule that conflicts with the Academic Professional's desired schedule, the Administrative Supervisor may set a work schedule. If program needs require, the Administrative Supervisor may set a work schedule which includes evening and/or weekend hours, provided the schedule will not include more than five consecutive days work without the consent of the Academic Professional.
- 6.53 Each year, Academic Professional will be granted one-half day (four hours) of release time multiplied by the number of months in their appointment (six days per year for twelve month employees) for professional development activities. This provision shall not apply to part-time Academic Professionals (those working 960 – 1,386 hours).

#### 6.6 Faculty Department Chair, Administrative Associate, Management Support

- 6.61 Faculty may agree to accept an assignment as a Faculty Department Chair, Administrative Associate and/or to perform Management support functions.
  - 6.611 There may be more than one Faculty Department Chair, Administrative Associate and/or Faculty performing Management support functions per program or department, or there may be none.
  - 6.612 Full-time Faculty in the respective department or program will be given advance written notice of any opening for Faculty Department Chair, Administrative Associates and/or for Faculty to perform Management support duties.
  - 6.613 The Administrative Supervisor shall solicit the advice of department Faculty before making the selection decision. Probationary Faculty will not be appointed to a Faculty Department Chair position without the approval of the Executive Officer.

- 6.614 Department Faculty shall be given written notice of who is appointed as the Faculty Department Chair.
- 6.62 Faculty shall be assigned duties from a College Faculty Department Chair job description.
- 6.621 The Faculty Department Chair duties shall be administrative in nature and shall not duplicate Faculty duties as defined in Article 5.
- 6.622 A copy of the Faculty Department Chair job description with duties, as agreed upon by the Administrative Supervisor and the Faculty member, will be provided to the Faculty.
- 6.623 The Federation and Management shall review the Faculty Department Chair job description annually upon request of the Federation through contract administration.
- 6.624 The Faculty Department Chair may be assigned responsibility for conducting assessments of part-time Faculty members under Article 7.2. However, the Faculty Department Chair shall not evaluate full-time Faculty or Academic Professionals except as a peer under Article 7.423, 7.4241, 7.433 and 7.4341. They will not evaluate Classified staff.
- 6.63 Faculty compensation shall be in the form of release time and/or additional pay.
- 6.631 The Faculty and the Administrative Supervisor shall agree, in writing, on the compensation and responsibilities of the position. This agreement shall be subject to the approval of the Dean of Instruction and subject to the restriction of 6.7.
- 6.632 Normally, additional pay will be used in those instances in which the time required to perform the duties is less than five hours per week. Release time may be granted if the required hours are five or more per week.
- 6.633 The amount of release time shall not exceed the limits described in Article 6.7, but department chairs may receive additional pay in addition to this maximum level of release time. The standard rate of additional pay for the duties will be the Faculty Department Chair rate in Appendix D.
- 6.634 The total amount of release time and extra pay should relate to the number of sections in the department, the amount of support received from other Faculty and staff, the number of part-time Faculty and part-time Faculty assessments (assuming approximately three hours per assessment) and the extent of program coordination responsibilities beyond that of other full-time Faculty. Deans of Instruction shall, as a group, review Faculty Department Chair compensation, support and duties annually in order to provide some consistency among these agreements.
- 6.64 An Academic Professional may be assigned as an Administrative Associate. The amount of time for the tasks shall be agreed upon by the Administrative Supervisor and the Academic Professional, subject to approval of the Campus President/Vice-President. Compensation shall be in the form of release time from the employee's regular assigned duties.

If an Academic Professional accepts a temporary Management position, or agrees to replace a Management person for one month or more, he/she will receive the step increase normally associated with a promotion or the bottom of the new range, whichever is greater.

6.65 Although Faculty Department Chairs, Administrative Associates and Academic Professional Coordinators may be assigned responsibility by their supervisors for directing the work of staff, they are not supervisors or managers and thus do not have the authority to hire, fire or discipline other employees. They may, however, provide input into such actions, and be responsible for assigning, monitoring and coordinating the work of other employees and providing them with day-to-day direction.

#### 6.7 Limit on Release Time for All Purposes

6.71 Instructors: Release time shall not exceed an average of 50% of instructional workload (as defined in 6.22), computed over eight terms or two academic years, whichever is less. Any exceptions to these limits must be approved through the Contract Administration Meetings (CAM).

6.72 Counselors and Librarians: Release time shall not exceed a three term average of fifteen hours per week (50% of the thirty hour per week direct services), computed over eight terms or two academic years, whichever is less.

6.73 Academic Professionals: Release time shall not exceed a three term average of twenty hours per week (50% of the 40-hour work week) computed over eight terms or two academic years, whichever is less. This provision shall not apply to part-time Academic Professionals (those working 960 – 1,386 hours).