

Association Proposal #1

04/04/2023

New Language in **bold underline**.

Deleted language in ~~striketrough~~.

Editing notes, not intended to be a part of final language, in *italics*.

ARTICLE 5 – FACULTY ASSIGNMENT

5.1 Classroom ~~Classroom~~ **Instructional** Faculty

5.1.1 ~~Work Year~~

~~5.1.1.1~~ The general work year is based on the compressed calendar consisting of 16 weeks of instruction for each Fall and Spring semester. Convocation Day (Fall), Flex Day (Spring), and Commencement are required days of assignment.

5.1.2 The work year for all Unit Members for the regular school year shall be 175 days. Subject to approval by the Superintendent/President or his/her designee, the work year for all Unit Members who are under contract other than the regular school year of 175 days shall be as follows:

- (1) 10-1/2-month employees shall be responsible for an additional 10 working days
- (2) 11-month employees shall work an additional 20 days, which shall be approved by the Superintendent/President or his/her designee
- (3) 11-1/2-month employees shall work an additional 30 days
- (4) 12-month employees shall work an additional 40 days.

Editor's Note—Not intended for final language:

The Association wishes to identify in the contract to whom provisions 1 – 4, above, apply.

5.2 Full-time Faculty Coordinators and Librarians

5.2.1 The work year for full-time faculty coordinators and librarians shall be as follows:

Academic Lab Coordinators	175 days
College Nurses	175 days
Librarians	195 days

5.3 Weekly Hours of Assignment

5.3.1 Unit Members' workload elements are built upon an assumed 40-hour workweek ~~in a 17.5-week semester~~. A Unit Member's workweek is comprised of: 1) assigned load, 2) office hours, and, 3) additional time as set forth below.

- 5.3.2 For classroom **instructional** faculty, the workweek shall consist of 30 assigned hours, which include **including** course preparations, lectures, laboratory activities involving student contact, and student **assessment of student work** required of Unit Members to create the instructional experience.
- 5.3.3 A Unit Member shall be assigned to teach a class on Saturdays or Sundays only by mutual agreement between the Unit Member and the District.
- 5.3.4 A Unit Member's ~~request to participate in~~ shared governance or other committee activities shall have priority in **over** assignment of classes scheduled **on the same days/times** during college hour.

5.4 Librarians/College Nurses/Lab Supervisors **Faculty in Student Services and Student Support Services**

- 5.4.1 For librarians, college nurses, **counselors**, and lab supervisors the workweek shall consist of 30 assigned hours, which include professional service, teaching, preparation, department planning activities, and other assigned activities. **(For additional provisions for counselors see 5.8.)**

5.5 Office Hours

5.5.1 Classroom **Instructional** Faculty

- 5.5.1.1 Each classroom **instructional** faculty member shall have five (5) **scheduled** student/teacher conference hours per week. A Unit Member who has less than a full-time teaching load shall have a pro-rata number of student/teacher conference hours.
- 5.5.1.2 Unit Members teaching online education courses may schedule one (1) virtual office hour per week for each online education course taught. These office hours shall be in lieu of in-person office hours and will reduce the number of in-person office hours required accordingly. Virtual office hours may be conducted either on or off campus. As with all office hours, the days/times, and locations/**modalities** shall be published, and will be offered in such a way as to afford students access to instructors that is predictable.

5.5.2 All Faculty Unit Members

- 5.5.2.1 Unit Members with reassigned time may reduce student/teacher conference hours proportionally.

5.5.3 Non-Instructional Faculty **in Student Services and Student Support Services**

- 5.5.3.1 Non-instructional Unit Members **whose primary assignment is in Student Services/student support services**, who teach classes as part of the basic workload will schedule one (1) office hour per three (3) hours of classroom instruction. These office hours will be scheduled as part of the 10 non-assigned hours described below in Section 5.5.4.1.
- 5.5.3.2 **Unit Members may include 30% of their weekly schedules providing services from a remote location. This number can be**

increased upon mutual agreement of the Unit Member and the Dean.

5.5.4 All Faculty Unit Members

- 5.5.4.1 In addition to the weekly hours, all Faculty weekly assignments shall include 10 hours to include scheduled department meetings, required student teacher conference hours, shared governance activities/committees, student follow-up, community involvement, and other professional and academic activities.

5.6 Faculty Load (Required Assignment)

5.6.1 Lecture Hour Equivalent (LHE)

- 5.6.1.1 A Unit Member's load is based on the Lecture Hour Equivalent (LHE). The "annual load" for Unit Members is 30 LHE; usually 15 LHE in each semester (Fall and Spring) of a school year. These standards reflect the amount of preparation, evaluation, and student contact required to deliver the course curriculum. Class hours shall be determined by that which is recorded in the course outline of record.

5.6.1.2 The provisions following shall apply equally to credit and non-credit courses alike. All courses shall be weighted for loading and compensation purposes based on their relevant modalities as described in the course outline of record.

Editor's Note—Not intended for final language:

It is the intent of the Association that there be no difference in loading and/or compensation based solely on a course's status as credit or non-credit.

5.6.2 Full Lecture-Hour Equivalent (1.0 LHE) Assignments

- 5.6.2.1 One (1) LHE is eighteen (18) class hours during which the Unit Member is primarily engaged in lecture, demonstration, problem solving, or similar type of activity. A minimum of one (1) hour of substantial preparation and/or student assessment is needed per class hour.

5.6.2.2 Eighteen (18) class hours of health-sciences clinical laboratory during which students perform services on live, human patients both self-directed and under the direction of their instructor and for which the Unit Member provides some lecture, demonstration, small group and/or individual instruction and for which on-site competency-based skills assessments are conducted, and for which the Unit Member has substantial preparation and/or outside assessment of student (written) work and/or other documentation (e.g. charting) per class hour is designated as 1.0 LHE

Editor's Note—Not intended for final language:

It is the desire of the Association to provide contractually validated mileage reimbursement for Unit Members teaching and/or providing services at an off-site location.

~~5.6.3 Eighty-Five One-Hundredths Lecture Hour Equivalent (0.85 LHE) Assignments~~

- 5.6.3.1 Eighteen (18) class hours of science laboratory during which students are primarily self-directed but the Unit Member provides some lecture, demonstration, and/or small group or individual instruction and for which the Unit Member has a ~~minimum of 45 minutes of~~ **substantial** preparation and/or substantial outside assessment of student (written) work per class hour is designated as ~~0.85~~ **1.0** LHE.
- 5.6.3.2 Eighteen (18) class hours of journalism production, theatrical or music performance, or forensics laboratory during which students are engaged in rehearsal or performance but the Unit Member provides some lecture, demonstration, and/or small group or individual instruction and for which the Unit Member has a substantial amount of outside student contact per class hour is designated as ~~0.85~~ **1.0** LHE.
- 5.6.3.3 Eighteen (18) class hours of laboratory during which students are primarily self-directed but the Unit Member provides some lecture, demonstration and/or small group or individual instruction and for which competency-based skills assessments are conducted and the Unit Member has a ~~minimum of forty five minutes of outside~~ **substantial** preparation and/or assessment of student (written) work per class hour is designated as ~~0.85~~ **1.0** LHE.

5.6.4 Three-Quarter Lecture-Hour Equivalent (0.75 LHE) Assignments

- 5.6.4.1 Eighteen (18) class hours of technical or academic skill laboratory during which students are primarily self-directed but the Unit Member provides some lecture, demonstration and/or small group or individual instruction and for which the Unit Member has a minimum of 30 minutes of outside preparation and/or assessment of student (written) work per class hour is designated as 0.75 LHE.
- 5.6.4.2 Eighteen (18) class hours of theatrical or music development laboratory during which students are primarily self-directed but the Unit Member provides some lecture, demonstration and/or small group or individual instruction and for which the Unit Member has a minimum of 30 minutes of outside preparation, assessment of student work, or additional student contact per class hour is designated as 0.75 LHE.
- 5.6.4.3 Eighteen (18) class hours of adaptive physical education or varsity sports laboratory during which students are primarily self-directed but the Unit Member provides some lecture, demonstration and/or small group or individual instruction and for which the Unit Member has a minimum of 30 minutes of outside preparation, assessment of student work, or additional student contact per class hour is designated as 0.75 LHE.

5.6.5 Two-Thirds Lecture-Hour Equivalent (0.667 LHE) Assignments

- 5.6.5.1 Effective with the fall 2023 semester, all laboratory classes designated as .667 LHE will be designated as .75 LHE.

5.6.6 One-Half Lecture-Hour Equivalent (0.5 LHE) Assignments

5.6.6.1 Eighteen (18) class hours during which students are self-directed with the Unit Member acting as a supervisor and attending to all questions from students and does not require preparation or outside assessment by the Unit Member is designated as 0.50 LHE.

5.6.7 Faculty Head Coach Reassigned Time

5.6.7.1 A Unit Member with a head coach assignment shall receive ~~2.0~~ **5.0** LHE reassigned time during the semester the sport is in season and an additional ~~2.5~~ **5.0** LHE of reassigned time during the sport's off-season. The total amount of reassigned time shall be ~~4.5~~ **10.0** LHE for the academic year.

5.6.7.2 Assistant athletic directors shall receive 7.5 LHE reassigned time per semester (Fall/Spring).

5.6.7.3 Unit Members serving in assistant athletic director positions shall be compensated based on an 11-month contract during the period of that assigned position.

5.6.8 ~~Assignment of Classes and Hours~~ **Schedule Development**

5.6.8.1 A Unit Member's load shall consist of classes and/or hours to meet the required 15 LHE ~~requirement per each~~ Fall and Spring semester. This is referred to as the Unit Member's "required load". In addition to a Unit Member's required load, Faculty may be assigned overload classes/hours.

5.6.8.2 A Unit Member may be assigned more than 15 LHE in a semester if necessary to complete required load.

5.6.8.3 Deans will collaborate with faculty for the development of a student-centered schedule of classes for each instructional term.

5.6.8.4 At least 6 weeks prior to the deadline to publish final class schedules, Deans shall send to all Unit Members the schedules for the last two published versions of the same instructional term.

5.6.8.5 Unit Members shall have the opportunity to share ideas in an open meeting and individually with the Dean. The Dean shall have responsibility for calling and running meetings with individual departments/programs to facilitate schedule development.

5.6.8.6 For programs with an assigned faculty coordinator, the Dean shall meet individually with the coordinator prior to finalizing an instructional schedule.

Editor's Note—Not intended for final language:

It is the Association's wish to list Faculty Program Coordinators here.

5.6.9 Assignment of Classes

5.6.9.1 The following steps will be utilized each semester (Fall/Spring) to determine a faculty member's teaching assignment.

- 5.6.9.2 Unit Members will be assigned **offered** classes to fulfill their required load. **Classes may include any combination of online (asynchronous, synchronous, or hybrid; remote or otherwise) modalities provided the unit member has some portion of their assignment on campus.**
- 5.6.9.3 Unit Members will be offered remaining classes for overload.
- 5.6.9.4 Unit Members from other departments meeting minimum qualifications will receive consideration prior to adjunct faculty members.
- 5.6.9.5 **The agreed to slate of all classes shall constitute the Unit member's Assignment.**
- 5.6.9.56 Adjunct faculty will be offered remaining classes.
- 5.6.9.67 Classes that become available subsequent to assignment shall be offered first to Unit Members and then to adjunct faculty.
- 5.6.9.78 **In all cases where a Unit Member's assignment is identified for a potential change, including classes identified for potential cancellation, the appropriate Dean will first meet with the unit member to discuss options.** Changes to an assignment will be made only by mutual agreement of the Unit Member and the dean.
- 5.6.9.9 A Unit Member's overload assignment may exceed 10 LHE in a semester with approval of the Vice President of Academic Affairs.**

5.6.10 Assignment of Overload **Intersession** Classes/Hours

- 5.6.10.1 ~~A Unit Member's overload assignment will not exceed 10 LHE in a semester without prior approval of the Vice President of Academic Affairs. All overload assignments will be scheduled as follows:~~
- 5.6.10.2 Full-time department members will receive first priority.
- 5.6.10.3 Unit Members from other departments meeting minimum qualifications will receive consideration prior to adjunct faculty members.
- 5.6.10.4 Adjunct faculty members will be offered any remaining classes.
- 5.6.10.5 In all cases where a Unit Member's assignment is identified for a potential change, including classes identified for potential cancellation, the appropriate Dean will first meet with the unit member to discuss options. Changes to an assignment will be made only by mutual agreement of the Unit Member and the dean.**

5.6.11 Under Load and Load Balancing

- 5.6.11.1 If it is not possible to schedule a Unit Member with a full load in a semester, the immediate supervisor will meet with the Unit Member to develop a "load balancing plan" in which LHE is reduced in one (1) semester and is offset by additional LHE in the subsequent semester to achieve the appropriate annual workload. If load balancing over two (2)

semesters will not produce an average load that is appropriate, then load balancing over more than two (2) semesters may be employed.

5.6.11.2 Unit Members may request load balancing plan to reduce load for one (1) semester, however, load banking (see Article 18) should be considered as an alternative. All load balancing plans require the approval of the Vice President of Academic Affairs.

5.6.11.3 Load balancing over the summer and/or winter intersessions may be considered with the approval of the Vice President of Academic Affairs.

5.7 Assignment of Load Factor

5.7.1 As courses are revised with a recommended change to the established LHE or new courses are developed, the dean of each division will confer with faculty in their respective departments regarding the appropriate load factors to be assigned.

5.7.2 Where there is agreement between the dean and the faculty that the LHE factors are appropriate, the agreed upon load factor will be forwarded to the Curriculum Committee as part of the normal course approval process.

5.7.3 Where there is disagreement as to the appropriate load factor to be assigned to the new class, the assignment of a load factor shall be made by the Curriculum Committee.

5.8 Additional Provisions Related to Counselor Assignments **for Unit Members Providing Counseling Services**

~~[The following provisions will be effective with the beginning of the fall 2021 semester.]~~

5.8.1 Work Year

5.8.1.1 The assigned work year for full-time counselors and the Articulation Officer assigned to the counseling department shall be as follows:

- (1) Counselors 175 assigned days
- (2) Articulation Officer 195 assigned days

5.8.1.2 The basic work year in counseling is based the non-compressed calendar of 35 weeks.

5.8.2 Annual Assignment Calendar

5.8.2.1 Thirty-five (35) weeks of assignment, in any combination of days and hours, Monday - Friday, 30 hours per week.

5.8.2.2 The assigned weeks include the 16 weeks of Fall, the 16 weeks of Spring, plus two weeks before Fall begins and one (1) week before Spring begins. This shall be referred to as the Assignment Period.

5.8.2.3 The beginning of the Fall Assignment Period shall be two (2) calendar weeks prior to the start of Fall instruction. The beginning of the Spring

Assignment Period shall be one (1) calendar week before the start of Spring instruction.

- 5.8.2.4 At least four (4) weeks before the end of each semester, Counselors and the Articulation Officer shall submit their proposed weekly schedules to the Dean of Counseling for review and approval. **Counselors may include 30% of their weekly schedules providing services from a remote location. This number can be increased upon mutual agreement of the Counselor and the Dean.**

- 5.8.2.5 If at the time the weekly schedules are created the District determines there is a need for Counselors outside the Assignment Period, the Dean of Counseling will advise Counselors of the of days and hours identified. Counselors may volunteer for any such days/hours. If a Counselor volunteers for any days/hours outside the Assignment Period, the Counselor will be provided an equivalent number of days/hours off during the Assignment Period.

5.8.3 Weekly Hours and Days of Assignment

5.8.3.1 Assigned Time

- 5.8.3.1.1 The weekly assigned hours and days of a counselor assignment shall be based on 30 hours per week. Assigned time may include, but is not limited to, student contact, student assessment, approved special projects, program coordination, group advising, on-line counseling, teaching (as set forth below in Section 5.8.4), department training, and other assigned activities. The actual assigned daily and weekly hours for a counselor may fluctuate depending on the counselors assigned work year as set forth in Section 5.8.2 above and the adopted assignment calendar for any given year.
- 5.8.3.1.2 Counselors who request (and are approved) or who are assigned to attend an off-campus function on an assigned day(s) shall receive credit for having worked the day(s) or appropriate portion thereof.

5.8.4 Assigned Teaching Time

- 5.8.4.1 A counselor may be assigned to teach a class up to a three (3) LHE as part of their required assignment. The class shall be included as part of the counselor's assigned hours for the week based on the LHE for that class. For example, if a counselor is assigned to teach a three (3) unit/three (3) LHE class and the class meets for 3.4 hours per week the counselor's assignment will be reduced by 6.8 hours for that week. If the class meets on a day in which the counselor is not assigned, the counselor shall be responsible to meet with the class as scheduled but may request to take any such days and substitute them for any other assigned day.

5.8.5 Extra-Duty Assignments

- 5.8.5.1 An extra-duty assignment occurs when a counselor is assigned any class or extra assignment on a day on which the counselor is not already assigned to work and/or beyond the counselor's assigned hours for the day of the assignment. Extra-duty assignments will first be offered to full-time counselors. In the event no full-time counselor is available to take the extra-duty assignment, then the extra-duty assignment may be offered to an adjunct counselor.
- 5.8.5.2 All courses taught during the Summer and/or Winter Intersessions shall be taught as extra-duty.

5.9 On-Campus Emergencies

5.9.1 In the event of a campus lockdown or other emergency that causes a Unit Member to be required to remain on campus beyond their scheduled workday, the Unit Member shall document the required hours on a timecard for compensation at the Administrative Leadership Rate.