**CCFA's Glossary of Terms**

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| **Term Used** | **Definition** |  |
| Lecture hour equivalent (LHE) | A unit for calculating a faculty member’s work obligation. One lecture hour counts as one LHE. One lab hour counts as a percentage of an LHE and varies depending on the type of lab taught. The number of LHE comprising a full load varies by discipline. |  |
| Load | The number of work hours required to meet a faculty member’s contractual obligation. Load is measured in terms of LHE. |  |
| Load balancing | Distributing a faculty member’s load unevenly over several sessions in order to more easily satisfy scheduling and load requirements. |  |
| Multiplier | The percentage of a faculty member’s salary used to calculate intersession and overload pay. |  |
| Overload | The LHE assigned to a faculty member in excess of that individual’s load. Subject to a different pay schedule than load hours. |  |
| Reassigned time | Fewer contact hours in exchange for carrying out critical supervising or administrative duties. |  |
| Salary schedule compression | Decreasing the number of steps in a salary schedule. |  |
| Salary schedule  decoupling | Removing steps in a salary schedule. |  |
| Salary schedule  squaring | Providing the same number of steps for all columns of a salary schedule. |  |
| Step and column | The horizontal rows and vertical stacks of the salary schedule which reflect years of experience and teaching credentials respectively. |  |