

ARTICLE 18

FACULTY LOAD

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18.0 Definitions

“Load” is a value for assignments performed by faculty and is used to calculate the full-time equivalent workload and overload.

“Assignment year” is the number of days in the employee’s contracted year.

“Reduced Load” is a reduction in workweek hours or workday hours.

“Reduced Assignment Year” is a reduction in workdays within the assignment year.

“Reassigned Time” is the amount of time listed as a load value that is allotted for an employee’s reassignment activity.

“Reassignments” are defined as voluntary assignments an employee is authorized to perform by the District in lieu of part or all of the employee’s primary assignment.

18.1 Load

18.1.1 A bargaining unit member's assignment shall be based upon a Full-Time Load (FTL), which is equivalent to teaching fifteen (15) lecture hours weekly each semester during the regular contract year. The scale in Section 18.3 defines the FTL for all types of assignment. Combinations of types of assignments shall be calculated by the percentage of each type with a full-time load equivalent to 1.00 FTL. The acceptable range for 1.00 FTL shall be from .97 FTL to 1.023 FTL. However, when it is not possible to equal the minimum of the range, load shall be averaged over not more than three (3) semesters, including summer session, if scheduled, within the three semester period.

18.1.2 Preparation time: The District recognizes the value of adequate preparation time to maintain quality of instruction and services. Instructional activities are identified as lecture, lab, or activity. Lecture courses shall recognize preparation time as determined in Article 16 at a ratio of 1:1 (1 hour of lecture will have 1 hour of preparation); Lab I courses refer to section 18.3.2 et.seq. Beginning fall semester 2013, Lab I courses shall have a ratio of 1: 0.94 (1 hour of lab will have 56 minutes of preparation); Lab II courses shall have a ratio of 1: 0.88 (1 hour of lab will have 53 minutes of preparation); Lab III courses shall have a ratio of 1: 0.71 (1 hour of activity will have 43 minutes of preparation); Non-credit courses and service assignments shall include preparation time in a ratio of 1: 0.167 (1 hour of assignment will have 10 minutes of preparation); non-instructional activities do not have preparation time.

18.2 Workweek Load See 16.4

18.3 Assignments Load Values and Calculations

Effective July 1, 2012, the load calculation form in the appendix shall be used to determine load based on the load information from this article.

18.3.1 Types of Assignments

Full Time Load

Lecture Instructional Hours (Credit)	15 hours/week = 1.00 FTL
Laboratory I Instructional Hours (Credit)	16 hours/week = 1.00 FTL
Laboratory II Instructional Hours (Credit)	17 hours/week = 1.00 FTL
Laboratory III Instructional Hours (Credit)	21 hours/week = 1.00 FTL
Non-credit hours	25 hours/week = 1.00 FTL
Preschool Teacher Hours	30 hours/week = 1.00 FTL
*Service Assignments	25 hours/week = 1.00 FTL
Non-instructional Re-Assigned Activities	30 hours/week = 1.00 FTL
Fee-based Instruction outside regular load	not applicable

*Counseling, academic specialists, health services faculty, and librarians

18.3.1.1 Determining Instructional Assignment Type

The parties agree that the determination for instructional assignment types shall occur during the District's course approval process. Any disagreements over assignment types shall be negotiated between the District and Association.

18.3.2 Load Notification

The District shall provide each bargaining unit member with a copy of his or her load assignment for review and signature prior to the end of the 1st week of May for fall semester and prior to the end of the last week in November for spring semester and prior to the end of the last week of March for summer. The District is not responsible for keeping to this timeframe for faculty who do not submit the faculty load development form by the due dates. Except as otherwise permitted, no changes to the assignment shall be made after the notification dates without agreement between the employee and the appropriate Vice President.

18.4 Noncredit, Contract and Fee-Based Courses/Classes

18.4.1 Fee Based Instruction

Bargaining unit members may teach approved fee-based courses outside of their 1.0 FTEL. Bargaining unit members shall be considered employees of the District when teaching fee-based classes and, in addition to any applicable terms and conditions provided for in this Agreement, are covered by the District's workers compensation policy.

18.4.2 Converting credit courses to non-credit or fee-based

Prior to any conversion of credit or non-credit courses to fee-based courses the District shall negotiate the impact and effect upon bargaining unit members.

18.4.3 Compensation for fee based courses

The administrator of community education shall determine the amount of compensation for fee-based courses with input from the bargaining unit member.

18.4.4 Contracted Education and Fee-Based Course Offerings

The Association reserves the right to demand to negotiate potential impacts on the terms and conditions of employment concerning contracted education and fee-based courses.

18.5 Lab Load Credit

For an employee to receive laboratory load I or II credit, he/she: (1) must be the instructor of record in a laboratory setting with line-of-sight contact; (2) must be responsible for the schedule(s) of assignments and the development of appropriate instructional materials for his/her students; and (3) must assign a grade for the laboratory. Employees who assist with laboratory courses, but are not the instructor of record, shall be loaded at the Lab III rate.

18.6 Independent Projects

An employee teaching independent projects as approved by the supervising administrator, whether for individual students or for small groups, for which she/he assumes normal grading and record keeping responsibilities, shall receive one (1) lecture hour credit for each 15 student units (for example, five (5) students enrolled for three (3) credits each would equal one lecture hour credit) or fraction thereof. The faculty member will be paid at his/her hourly rate using the Overload and Extra Assignment Salary Schedule (See Appendix). This does not apply if independent projects are an overlay with a class that is already part of load since these students shall be counted when calculating class size.

18.7 Load Adjustment for Specific Courses

18.7.1 Pursuant to the intent of Ed Code Section 87486, the following courses: English 100, 101, 102, 103, 104, 106, 511, 512, 513, 514, Philosophy 114, and all Math courses with the exceptions of Math 511, 513, 514 and Math 521, which have the improvement of student composition and writing, or math skills, identified as the primary goal of the course and have student papers designed to meet this goal assigned on a regular basis, shall have load computed at the rate of .072 FTL for each lecture hour. The office of the Associate Superintendent/Vice President of Academic Affairs shall notify the Faculty Association when newly developed and approved courses meet the above criteria and shall be included in this article.

18.7.2 Low Enrollment Adjustment

Prior to canceling a class due to low enrollment the District may provide the assigned faculty the option to cancel the class or continue the class with a reduced load adjustment. The load adjustment shall be determined by the number of enrolled students divided by the minimum class size as defined in Board policy.

18.8 Overload, Summer, and Intersession Assignments

The intent of this section is to maintain the quality of instruction by setting load limits that provide faculty members adequate time during the term to prepare and manage instructional demands. Nothing contained in this section is intended to preclude service faculty from working five (5) days per week during summer or intersession.

18.8.1 Overload assignments are voluntary, unless the excess is to balance an annual load required for the employee.

18.8.2 Overload assignments may not exceed 0.67 FTL in fall or spring semester unless approved by the appropriate Vice President.

18.8.3 Except where necessary to balance an annual load, no overload assignments will be granted or assigned to any faculty member whose most recent evaluation is less than satisfactory.

18.8.4 Reassigned time shall be considered part of the employee's 1.0 load and shall not be considered as overload.

18.8.5 Summer assignments, which are not part of the employee's regular assignment, may not exceed 0.80 FTL unless approved by the appropriate Vice President.

18.8.6 Intersession assignments, which are not part of the employee's regular assignment, may not exceed 0.40 FTL unless approved by the appropriate Vice President.

18.9 Short-Term Classes

Short-term classes, which are classes less than semester or term-length, shall be counted as part of an instructor's contract load.

18.10 Evaluation of Part-time Faculty

Employees shall participate in the evaluation of part-time faculty members within the same discipline area and shall complete at least two (2) evaluations of part-time faculty members per academic year unless there are too few part-time faculty within the employee's discipline to evaluate. However, in order to provide each part-time faculty member with an evaluator, employees may evaluate a part-time faculty member from another discipline. For each completed evaluation of a part-time faculty member, the employee shall receive a stipend as specified in Article 14.8.8 or may request prior approval from the appropriate vice president to use the evaluation of part-time faculty toward satisfying the professional development obligation as specified in Article 17.3.

18.11 Accreditation

Participation in college and program accreditation processes is a professional responsibility of employees. The District shall select up to four faculty members to serve as a co-chair. Each co-chair shall be provided .20 FTL reassigned time during the academic year of the college and

program accreditation.

18.12 Course Development and Distance Learning

18.12.1 Course Development is recognized as a professional activity. It is also recognized that these activities carry additional workload for which the employee assigned should be compensated. A faculty member who develops a new course or program; or modifies an existing course or program, other than for minor modifications, shall receive compensation pursuant to the terms in Article 14 of this agreement.

18.12.1.1 To be eligible for compensation, the course developed must be approved by the Academic Senate and the Board of Trustees.

18.12.1.2 Employees are limited to five (5) new courses and five (5) course modifications for compensation per academic year. Additional compensation for course development or modifications may be approved by the appropriate Vice President to meet District needs.

18.12.2 Teaching Requirements for Distance Learning

Prior to teaching online, an instructor shall demonstrate the skills necessary to teach online courses to the satisfaction of the District's designated administrator.

18.13 Class Size

The course offering is subject to District policy regarding minimum class size in order for a class to be offered. The department faculty in consultation with the dean shall determine a change to the maximum class size however it may not exceed the occupancy limit for the assigned classroom. The department faculty and dean should consider faculty workload, course curriculum, available equipment and resources, student success, availability of support staff and the mission of the college, when establishing or changing class size limits. Instructors may add students beyond the department established class size limit as long as the room occupancy load is not exceeded.

18.14 Reassigned Time

18.14.1 The office of the Associate Superintendent/Vice President Academic Affairs will provide a list of all reassigned time assignments to the Association each year during the second week of November and the first week of April (COU 102R1 report). The list shall include the reassigned time FTE, the name of the faculty member receiving reassigned time, the duration of reassigned time, and the purpose of reassignment.

18.14.2 When an employee is given and/or accepts reassigned time from the District, he/she shall be informed prior to the start of the assignment at least the following: (1) Dates of the assignment; (2) FTE for the assignment; (3) duties for the assignment; and (4) performance evaluation methods.

18.14.3 Reassigned Time Allocations

18.14.3.1 ~~Effective fall 2012~~ All reassigned time requests and the allocations listed in

the appendix shall be reviewed for consideration, adoption or adjustment upon request by the employee and/or upon mutual agreement, each year as part of the automatic reopeners. ~~This reopener shall only apply to the reassigned time appendix and not to the entire Article.~~

18.14.3.2 The approved list of positions with reassigned time shall be placed in the appendix. The approved FTEF reassigned time is the minimum amount. The District may increase the reassigned time amount to meet District needs.

18.14.4 In the event that no bargaining unit member volunteers for a reassignment requested by the District, then the District may transfer the work to a non bargaining unit member.

18.15 Past Practices

Past practices will continue and prevail on all matters pertaining to workload and class size not covered in this article.

18.16 Load Balancing

Employees may bank up to 1.0 FTEL of overload credit and/or additional duty days in lieu of receiving pay under the following terms and conditions:

1. Overload credit and/or additional duty days must be banked within two (2) consecutive semesters and redeemed within the following two (2) semesters.
2. The employee must submit a request to his/her immediate supervisor to bank load during the scheduling process for the period in which the overload or extra duty day(s) are assigned. The request shall indicate the amount of load to be credited and the semester(s) in which the employee plans to redeem it.
3. The employee's request shall be granted unless one or more of the following conditions exists:
 - a. There are no other faculty in the discipline qualified or able to take on the vacated workload.
 - b. An undue hardship would exist if the request were granted.
 - c. The employee is due for a performance evaluation in the semester the load is redeemed and alternative arrangements are not feasible.
 - d. The employee has a less than satisfactory performance evaluation in the most recent evaluation period.
 - e. The request is to bank an exempt assignment as defined in this section.
4. If a request is denied, the employee shall be allowed to appeal the decision to the appropriate Vice President.
5. Revoking an Approved Request
 - a. Approved requests are irrevocable by the employee.
 - b. The District may revoke an approved request if one or more of the conditions listed in 18.16.2 occurs after the initial approval.
 - c. Where an approved request is revoked by the District, the employee shall be given the option to receive pay for the banked load at her or his earned overload rate or to change the semester in which the banked load is redeemed.

6. Redeeming Banked Load
 - a. Banked load may be redeemed in one semester or divided over two semesters.
7. Exempt Assignments: Time for the following activities may not be banked.
 - a. Summer and Intercession Instructional Assignments
 - b. Department Chair and Coordinators Extra Duty Days

Reassigned / Assigned Time
 Revised 03/04/201611/16/12

Kelly DeAngelis 3/4/16
George Bailey 3/4/16
Walter Jones 3/4/16
Roger H. Hill 3/4/16
Celia 3/4/16
[Signature]

POSITION	APPROVED FTEF
Dental Assistant Coordinator	0.400
Medical Assisting Coordinator	0.2000 <u>0.400</u>
Conservatory Director/ Coordinator	0.476
Conservatory Coordinator	0.476
Developmental Math Team Leader	0.300
Dance Coordinator	0.400
Film Video Faculty	0.200
Agribusiness Coordinator	0.400
<u>Nursing Coordinator</u>	0.400
<u>Early Childhood Studies Coordinator</u>	0.400
<u>LVN Coordinator</u>	0.400
<u>Certificated Nursing Assistant Coordinator</u>	0.400
<u>Human Service Coordinator</u>	0.300
<u>FCS/FSN Coordinator</u>	0.400
Developmental English and Reading	0.300
<u>Culinary Arts Coordinator</u>	0.400
Coordinator Law Enforcement Training	0.600
Fire Academy Coordinator	0.600
Director Law Enforcement Training	0.800
EMS Program Coordinator	0.400
Director Fire and EMS	0.800
<u>Environmental Technology Coordinator</u>	0.400
Law Enforcement Academy Coordinator	0.600

Reassigned / Assigned Time
Revised 03/04/201611/16/12

POSITION	APPROVED FTEF
<u>Industrial Technology Coordinator</u>	0.200
Director Children Center	1.000
<u>Registered Veterinary Technology Coordinator</u>	<u>0.400</u>
Academic Senate	1.400
Head Coach – Football	1.000 in season, 0.600 off season
Head Coach – Baseball	0.400
Head Coach – Softball	0.400
Head Coach – Basketball	0.400
Head Coach – Volleyball	0.400
Head Coach – Soccer	0.400
Head Coach – Track / Field	0.400
Head Coach – Swimming	0.400
Head Coach – Golf	0.400
Head Coach –Tennis	0.400
Head Coach – Cross Country	0.400

Reassigned / Assigned Time
 Revised ~~03/04/2016~~11/16/12

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Dental Assistant Coordinator	0.400
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Director Law Enforcement Training	0.800
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Head Coach – Basketball	0.400
Head Coach – Volleyball	0.400
Head Coach – Soccer	0.400
Head Coach – Track / Field	0.400
Head Coach – Swimming	0.400
Head Coach – Golf	0.400
Head Coach –Tennis	0.400
Head Coach – Cross Country	0.400