

FACULTY WORKLOAD

INSTRUCTIONAL HOURS

Didactic: 29-31 Instructional Hours Depending on Preps.
Non-Didactic: 29-33 Instructional Hours Depending on Preps.

WORK DAY

Upon Mutual Agreement – Classes On or After 4 PM

PREPARATIONS

Mutual Agreement Required For
>3 Preps Per Semester
>5 Preps Per Academic Year
Excessive Preps Require Mutually Agreed Reduction in
College Service, Advising, and/or Office Hours.
(*Reduction may be waived at sole discretion of faculty.*)
For Preparation Hours – See Workload Form

NON-INSTRUCTIONAL HOURS = 11 HOURS

OFFICE HOURS

4 Office Hours over 4 Days
1 On-Line Office Hour Allowed & > 1 On-line Office Hour is Discretionary

NON-INSTRUCTIONAL WORKLOAD

College Service – 4 Hours
Student Advising – 3 Hours = 14-19 Advisees
(*Advisees may be scheduled during office hours*)

REDUCTION MANDATED IN 11 HOURS OF NON-INSTRUCTIONAL HOURS IF

>31 Didactic Instructional Hours/Week
>33 Non-Didactic Instructional Hours/Week

REASSIGNED TIME

Reassigned Time = Twice Credit Hour Reduction
1 Office Hour Reduced for Each 3 Credit Reduction
1 Weekly On-line Office Hour for On-line Courses
>1 On-line Office Hour per Approval of Supervisor

STANDARDS

INSTRUCTIONAL AND REASSIGNED HOURS

29 – 35 Hours Per Week
With Reduction in Non-Instructional Work if
>31 Didactic Instructional Hours/Week
>33 Non-Didactic Instructional Hours/Week and/or
>3 Preps/Semester or >5 Preps/Academic Year

CLASS SIZE AVERAGES

32 - Standard Class
28 – Approved Writing or Critical Thinking
22 – English Composition, ESL, Introduction to Foreign Language, Remedial & Developmental Courses

PERSONAL DAYS AND SICK LEAVE

Beginning Jan. 1, 2012, - Personal Days Per **Calendar Year**
If Hired Prior to July 1, 2012 – 3 Personal Days
If Hired On/After July 1, 2012 – 2 Personal Days
Sick Days – 10 Per Academic Year

All didactic, On-line, Hybrid and/or Seminar Courses			
Courses	Instr + Reassigned	Non-instruction	Total
Didactic, On-line, Hybrid, or Seminar	29	11	40
Didactic, On-line, Hybrid, or Seminar	30	11	41
Didactic, On-line, Hybrid, or Seminar	31	11	42
Didactic, On-line, Hybrid, or Seminar	32	10	42
Didactic, On-line, Hybrid, or Seminar	33	9	42
Didactic, On-line, Hybrid, or Seminar	34	8	42
Didactic, On-line, Hybrid, or Seminar	35	7	42

AT Least One Course is a Lab and/or Clinical			
Courses	Instr + Reassigned	Non-instruction	Total
Labs and Clinicals	29	11	40
Labs and Clinicals	30	11	41
Labs and Clinicals	31	11	42
Labs and Clinicals	32	11	43
Labs and Clinicals	33	11	44
Labs and Clinicals	34	10	44
Labs and Clinicals	35	9	44

COURSE TYPE - PREP HOUR	MULTIPLYER X CREDITS
Didactic 1st Section	1.33
Didactic Subsequent Sections (Same Preps 1 st Section	0.67
On-Line or Hybrid 1st Section	1.33
On-Line or Hybrid 2nd Section	1
On-Line or Hybrid 3rd or Greater Sections	0.67
Lab-Like or Clinical 1st Section if 2 or > Contact Hrs.	2
Lab-Like or Clinical 2nd Section No Assistant if 2 or > Contact Hrs.	2
Lab-Like or Clinical 2nd Section With Assistant	1
Team Taught Didactic 1st Section	0.67
Team Taught Didactic Subsequent Section	0.33
Team Taught Lab-Like or Clinical	1
Mediated	0.33
Individualized Instruction	0.33

CONTACT TIME	MINUTES
Contact for All Courses = Actual Minutes in Class Divided by 50	1 Contact = 50 Minutes
On-Line or Hybrid Contact = Didactic Contact – Same as Above	1 Contact = 50 Minutes

College Service – FT Faculty

On the last day of classes, it is required that all full-time faculty submit *College Service Activities (Form XIII-E5)*. On October 15 and February 15, faculty are required to submit a list of college service activities (upper part of Form XIII-E5). In the middle of the form under #2, faculty should list the activities with specific date(s) of participation (if applicable). The “if applicable” language applies to activities that are on-going during a semester and no specific date can be determined. A summary of college service activities is required. College service activities include:

1. Serving as advisor to student activities;
2. Serving on governance, ad hoc, college standing committees, system-wide task forces or committees, or labor-management committees;
3. Preparing grant proposals;
4. Participating in college, division, department or other related college meetings and/or activities;
5. Participation in the improvement and development of academic programs and resources, including recruitment.
6. Serving as a department chair/coordinator pursuant to Article XX and college-wide coordinators.

If faculty received **reassigned time** to perform **non-instructional activities** such as curriculum development, department chair work, professional development activities, or administrative (non-managerial) duties, then these activities should be listed on the *College Service Activities (Form XIII-E5)*. If there is a report associated with the above-referenced activity, then the report should be attached to the *College Service Activities (Form XIII-E5)*.

Instructional Work

If faculty received **reassigned time** to perform **individualized instruction and/or tutoring** services, then these activities should be incorporated in the workload calculations on the Workload Form under the section for **Instructional hours for individualized instruction**. Individualized instruction and/or tutoring can be performed in faculty offices or in learning centers.

Student Advising – FT Faculty

On the last day of classes, full-time faculty are required to submit a *Student Advisement Log – Form XIII-E4* including student’s name, program, date of conference, and recommendation/purpose.

Reassigned Time

Number of Non-Instructional Hours = Twice Credit Hour Reduction

Proportional Reduction in Office Hours of 1 Office Hour For Each 3 Credit Hours

1 Course (20%) to 4 Courses (80%) Reduction

Department Chair Work Outside The Academic Year

\$35/hr. If mutually agreed for Department Chair work between commencement and 1st day of fall classes, winter intersession, & spring vacation.

PERSONAL DAYS AND SICK LEAVE

Beginning Jan. 1, 2012, - Personal Days Per **Calendar Year**

If Hired Prior to July 1, 2012 – 3 Personal Days

If Hired On/After July 1, 2012 – 2 Personal Days

Sick Days – 10 Per Academic Year

Requirements For Determining Instructional and Reassigned Time Workloads

The President or the president's designee shall at the end of "add/drop" period of each semester compute the actual instructional workload for each full-time faculty member according to the above formula. The President or the President's designee will, on basis of the faculty member's instructional and reassigned workload:

- a. Reduce the non-instructional workload in writing proportionately for any faculty member whose instructional and reassigned hours per week exceeds thirty-one (31) instructional and reassigned hours for faculty teaching only didactic courses or thirty-four (34) or more instructional and reassigned hours for faculty teaching other than only didactic courses;
- b. Determine in writing after discussing alternatives with the affected faculty members whose load is below the twenty-nine (29) instructional and reassigned hour minimum:
 1. Whether additional course section(s) shall be taught by the faculty member; and/or
 2. Whether the faculty member shall provide activities related to course, program or curriculum development; and/or
 3. Whether the faculty member shall provide activities such as independent study, contract learning, learning resources development, assessment of prior learning or similar instructional activities; and/or
 4. Whether the faculty member shall provide activities such as additional office hours, advise more students, engage in additional college/ community service, or professional development activities; and/or
 5. Whether the faculty member shall provide activities of an administrative nature for which the faculty member is deemed qualified; and/or
 6. Whether the faculty member will provide additional tutorial laboratory instruction, where a faculty member is teaching two or more sections of courses designed to develop basic skills, whether remedial or supplemental, credit or non-credit or their equivalent in time and/or content as determined by the President or the President's designee.