

## ARTICLE 9

### FACULTY WORKING CONDITIONS AND WORKLOADS

Faculty working conditions in this Article pertain to three classifications of faculty members in the bargaining unit: instructional faculty consisting of college-level faculty, adult education faculty, and vocational-level faculty; library faculty; and counseling faculty. The primary responsibility of instructional faculty members is to educate students; of library faculty members is to engage in activities directly related to the Library in conjunction with instructional faculty, students, and administrators; and of counseling faculty is to engage in activities directly related to student services.

Since the responsibility of supervising and evaluating faculty is an administrative one, this function shall not be included as part of a faculty member's workload. Supervision of career service employees may be part of a faculty member's workload. If this supervision includes the responsibility for employee evaluation, those career service employees being evaluated by a faculty member shall be notified of this relationship in writing.

#### **9.01 Instructional Faculty**

##### A. Normal Duties

##### 1. Teaching:

Instructional faculty members are responsible to the supervisor of the academic department to which they are assigned. In general, each instructional faculty member will have a teaching assignment in the department to which he or she is assigned. However, it may be necessary for a faculty member to teach at least part of his or her assigned load in another department, provided he or she is qualified, as need is determined by the College.

It is the responsibility of instructional faculty to distribute an approved syllabus at the beginning of each course. Student attendance records and withdrawals will be reported in accordance with College procedures. Instructional faculty will be responsible for conducting appropriate assessments of student performance.

##### 2. Office Hours:

Assisting students outside of class during posted office hours;

##### 3. Other Professional Activities:

- a. Performing, or assisting in performing, necessary maintenance on courses and programs taught by the faculty member, to include:

assisting in textbook selection; maintaining course and section syllabi; course coordination; and developing, revising, and implementing courses and programs;

- b. Attending scheduled department, campus, and College meetings with exceptions to be approved by his/her immediate supervisor. The College may not require a faculty member to attend scheduled meetings outside a faculty member's scheduled hours without providing the faculty member an opportunity to adjust his/her OPA schedule;
- c. Performing assessments required for Institutional Effectiveness or regional or specialized accreditation;
- d. Participating in College approved professional development programs or activities;
- e. Participation on College committees, when appointed;
- f. Participation in at least one graduation ceremony a year;
- g. Other activities as defined in Section 9.01.C.3.

## B. Definitions

### 1. Contact Hour

A contact hour is defined as a fifty (50) minute class period for Advanced and Professional, Postsecondary Vocational, Developmental Education, and Vocational Preparatory classroom and on-campus laboratory instruction and as a sixty (60) minute class for all Postsecondary Adult Vocational, Supplemental Vocational, Adult Education, and Collegiate High School classes. All instruction designated as clinical experience, practicum, preceptorship, internship, work experience, or cooperative education shall be scheduled as sixty (60) minute contact hours. Release time is defined as a sixty (60) minute hour.

### 2. Evening Assignment

An evening assignment is an assignment for a faculty member to be in an assigned space at an assigned commencing time of 4:30 p.m. or later.

Any class scheduled past 10:00 p.m. shall be with the consent of the faculty member involved. If a faculty member is assigned an evening class as a part of the normal workload, the College will make a good faith effort to ensure

that there is a period of at least twelve hours between the end of the evening class and the beginning of the next day's normal workload.

### 3. Duty Day

A duty day is defined as any one of the negotiated 164 calendar days of the basic contract as defined in Section 15.01.A. or any one of the negotiated calendar days of the summer semester as defined in Section 15.01.B., and as scheduled through Article 16 of this Collective Bargaining Agreement.

A non-instructional duty day is one of the 164 days of the contractual period on which classes do not meet. Each non-instructional duty day shall consist of 7.0 scheduled hours unless otherwise approved in advance by the immediate supervisor. A faculty member who is absent on a non-instructional duty day shall be charged seven (7) hours of sick leave or personal leave if absent for the entire day, unless otherwise approved in advance by the immediate supervisor, or hour-for-hour if absent for a part of the day.

A faculty member will not be expected to schedule over 35 hours per week without being appropriately compensated.

## C. Work Week

### 1. Number of Hours

The normal work week for instructional faculty members shall be thirty-five (35) scheduled hours during the Fall and Spring semesters as shown on the administratively approved door schedule. The work week during the summer semester will vary according to the individual faculty member's contracted guaranteed summer assignment. After approval by the immediate supervisor, the faculty member's schedule (Appendix C) for the work week shall be posted on each faculty member's office door not later than the end of the second week of classes. If the faculty member's schedule changes during the semester due to the start or end of a session or any other change in schedule and that change cannot be reflected clearly on the original door schedule, then a new administratively approved work week schedule shall be posted not later than one week following the change(s). The administratively approved faculty member's door schedule shall be the basis for all personal and sick leave.

The Fall and Spring semester approved schedules of work week hours of full-time instructional faculty members shall include a combined minimum of twenty-five (25) hours per week of direct contact with students and office hours scheduled at times reasonably convenient for students and clearly designated as hours during which faculty members will be available for

student appointments. Up to ten (10) work week hours in Fall and Spring semesters may be used as additional office hours or may be used for other professional activities.

A separate administratively approved door schedule for the week of final exams shall be submitted by the faculty member one week prior to the start of exams and posted no later than the first day of final exam week.

## 2. Office Hours

An office hour is an hour when an instructor will be available for consultation with students in a non-class setting at a College campus or site. Normally office hours will be held in the faculty member's office or at some other convenient on-campus site. Office hours scheduled at a non-College site must be approved by the immediate supervisor. Office hours will be scheduled at times convenient to students and subject to approval by the immediate supervisor. During Fall or Spring semester, office hours will be scheduled over at least four days of the work week. Exceptions must be approved by the immediate supervisor.

Office hours may be scheduled as “on-line” hours in a virtual classroom or chat room where the faculty member is directly available to students in a format that allows contact with multiple students at the same time. The time, location, and number of virtual office hours must be approved by the immediate supervisor. Virtual office hours must be scheduled via access on servers operated by the College or an approved 3<sup>rd</sup> party and must be in a form that can be monitored for faculty compliance. Virtual office hours will constitute no more than 50% of the scheduled weekly office hours.

Each instructional faculty member shall post and maintain the appropriate number of office hours as stated in Section 9.01.C.1.

## 3. Other Professional Activities Hours

An Other Professional Activities (OPA) hour is a scheduled hour when a faculty member is engaged in activities related to his or her professional responsibilities. Other professional activities include, but are not limited to, College committee meetings, College-approved recruiting, professional development, sponsorship of student organizations, professional meetings, research, instructional preparation, evaluation of student work, informal student advising and when agreed upon by the faculty member formal student advising, and curriculum review and development, and up to five (5) hours of active community service if approved by the immediate supervisor on the appropriate form (Appendix D). One and one-half hours per week may be scheduled for participation in the Wellness Program.

Community service may include, but is not limited to, volunteer work with local hospitals, clinics, service organizations, charitable organizations and activities, or governmental agencies and has a direct benefit to the College. Community service shall not include any activity for which a faculty member receives a stipend.

Any faculty member required by the College to take college course work shall be entitled to include this time in the OPA hours.

Professional activities constitute an important element of an educator's professional life and both the faculty member and the College should benefit by a faculty member's participation in such activities. Other professional activities, however, shall not conflict with scheduled office hours unless approved by the immediate supervisor. In the case of a conflict, the office hours shall be re-scheduled with the approval of the immediate supervisor.

The hours during which the faculty member will be involved in Other Professional Activities (OPA) shall be included on the schedule for the work week. The Faculty Association and the College recognize that it is the professional responsibility of the faculty member to perform his/her duties in an appropriate manner and place. A portion of each contract day shall be scheduled and worked on campus unless alternative scheduling is approved by the immediate supervisor. Faculty members will participate in the scheduling process as specified in Article 6.03.

#### 4. Compensation for Overload Hours

Assigned overload hours and additional overload hours worked beyond the defined work week (see Section 9.01.D.3 Workloads), except as provided for remediation in failure to meet the conditions of an approved IPA (see section 6.06.D Intellectual Property Rights) or when used in load averaging (see section 9.01.D.1), shall be paid at the appropriate overload pay rate.

### D. Workloads

#### 1. Standard Load

A standard load is an assignment for an instructional faculty member to be in an assigned space at an assigned commencing time, for an assigned, cumulative amount of time as specified below, which will satisfy that faculty member's contractual obligations. A standard load may include an evening assignment, Distance Learning course, and/or an independent or directed study course. Where the needs of the program permit, the College shall limit evening assignments to one section per week. However, this clause shall not prevent a faculty member from accepting additional evening assignments.

In Fall and Spring semesters, each full-time instructional faculty member shall teach a minimum of fifteen (15) contact hours per week per semester concurrent with nine hundred (900) points per semester. The calculation of workload points is the responsibility of the immediate supervisor.

If mutually agreed upon in advance by the faculty member and the appropriate immediate supervisor, the faculty member may teach a minimum of fifteen (15) contact hours per week per semester concurrent with an average of nine hundred (900) workload points over Fall and Spring semesters of the same academic year. In no case may the terms of this section be used to require a faculty member or immediate supervisor to use this averaging process. Once this minimum standard load has been satisfied, any additional work shall be considered an overload. (See Section 9.01.D.3.a.).

The calculation of a standard load shall be consistent across the district.

Tenured faculty or tenure-track faculty whose appointments have been renewed shall be guaranteed a summer assignment. The guaranteed summer assignment other than for Collegiate High faculty shall be defined as ninety (90) classroom contact hours along with twelve (12) office hours. The guaranteed summer assignment for Collegiate High faculty shall be defined as eighty (80) classroom contact hours along with twelve (12) office hours. Office hours will be scheduled two or more days per week at times convenient to students and subject to approval by the immediate supervisor. Office hours will be reduced proportionately for faculty members working fewer than the guaranteed classroom contact hours. The guaranteed assignment shall be worked during the Summer semester as determined by the immediate supervisor in consultation with the faculty member. The determination of the guaranteed summer assignment shall be done in a fair and timely manner as outlined in Section 6.10.B.3. Summer semester assignments consisting of fewer than 90 contact hours and 12 office hours will be paid at a prorated rate.

When offered by the College, a faculty member may teach a second summer assignment in addition to the guaranteed summer assignment. Office hours will be scheduled two or more days per week at times convenient to students and subject to approval by the immediate supervisor. The availability of the teaching assignment shall be determined by the immediate supervisor.

The number of days per week the faculty member is required to work shall be determined by the scheduled class days of his or her teaching assignment.

## 2. Workload Points

Points per Contact Hour (effective through spring 2015)

<u>60 points</u>	College Credit, Developmental Education, and Post-Secondary Adult Vocational Lecture
<u>60 points</u>	College Credit or Developmental Education Release Time
<u>50 points</u>	Laboratory, Shop, Category A (See Appendix E)
<u>50 points</u>	Clinic with direct patient supervision
<u>50 points</u>	Art Studio
<u>50 points</u>	Music Ensemble
<u>50 points</u>	Collegiate High School
<u>40 points</u>	Adult Education
<u>40 points</u>	Laboratory, Shop, Category B (See Appendix E)
<u>40 points</u>	P.E. Activity
<u>40 points</u>	Applied Music
<u>40 points</u>	Developmental Education Lab
<u>40 points</u>	Vocational Prep Lecture, Lab
<u>30 points</u>	Continuing Workforce Education, Technical Assistance Contract
<u>20 points</u>	Externship, Internship, Preceptorship, Work Experience

Points shall be rounded to the nearest whole number.

Points per Contact Hour (effective Fall 2015 and onward)

<u>60 points</u>	College Credit or Developmental Education lecture
<u>60 points</u>	College Credit or Developmental Education Release Time
<u>50 points</u>	College Credit Laboratory, Shop, Category A (See Appendix E)

<u>50 points</u>	Art Studio, Music Ensemble
<u>45 points</u>	College Credit Clinical with Direct Student Supervision
<u>40 points</u>	College Credit Laboratory, Shop, Category B (See Appendix E)
<u>40 points</u>	P.E. Activity
<u>40 points</u>	Applied Music
<u>40 points</u>	Developmental Education Laboratory
<u>40 points</u>	Collegiate High, Adult Education Lecture, Laboratory
<u>40 points</u>	Post-Secondary Adult Vocational Lecture, Laboratory, or Clinical with Direct Student Supervision
<u>15 points</u>	Externship, Internship, Preceptorship, or Work Experience
<u>15 points</u>	Alternate Assignments

### 3. Overloads and Underloads

#### a. Overload

Overloads in excess of the hours needed to equal the standard load shall result in an overload payment to the faculty member for those hours scheduled and worked beyond the normal work week, unless the faculty member elects to complete the excess work within the normal work week.

A faculty member shall be entitled to apply for an overload teaching assignment as outlined in Section 6.10.B and 6.10.C in any discipline in which he or she is credentialed and qualified to teach, as determined by the College. The faculty member shall file the written request with his or her immediate supervisor, who, if he or she approves, will coordinate the request.

#### b. Assigned Overload

The workload of an instructional faculty member shall not be increased beyond the standard load without the express consent of the individual faculty member involved. On occasion, the assignment of a standard load unintentionally generates an overload called an assigned overload.



An assigned overload is that portion of assigned work beyond the standard workload that is assigned to the faculty member in order to provide the standard load. The assigned overload shall be as small as is feasible.

If an underload is created by the faculty member's choosing not to accept an assigned overload, the immediate supervisor and the College shall make a good faith effort to minimize the impact on the faculty member by averaging loads between terms (Article 9.01.D.1) or, if requested, by providing alternative assignments when productive assignments are available. If the faculty member does not choose load averaging or an alternative assignment, said faculty member's salary will be adjusted accordingly. The offering of an alternative assignment is at the sole discretion of the College.

c. Underload

The standard load of an instructional faculty member shall not be reduced without prior discussion with the individual faculty member involved; in all cases, the College shall make a good faith effort to provide a standard load for each faculty member. Except as provided in the preceding section, "Assigned Overload" and Article 12 of this Collective Bargaining Agreement, if the College is unable to assign a standard load to a faculty member during a specific term, the faculty member may request an alternate assignment to fulfill the standard load. The decision to offer an alternate assignment is solely at the discretion of the College.

d. Compensation

During Fall and Spring semesters, the faculty member may elect to complete the overload hours within the normal work week by reducing OPA hours by the same number of clock hours; the work week under such circumstances remains thirty-five (35) duty hours. The choice between receiving overload payment or working the overload within the normal work week shall be solely the choice of the faculty member involved.

Overloads shall be compensated at the overload pay rate (see Section 15.02.C.). However, any additional compensation to a faculty member working an overload requires additional documented service in excess of the normal thirty-five (35) hour work week for Fall and Spring semesters or the guaranteed hours for the summer assignment. Overload payment shall be made per actual clock hours worked, not on points accrued.

## E. Release Time

Release time shall be defined as the reduction of a faculty member's regular teaching duties to compensate for duties other than those that constitute the regular responsibilities of faculty members. Release time may be granted by the College for duties such as coordination of programs, specifically designated recruitment duties, service as assistant to an immediate supervisor, course coordination duties, sponsorship of certain student activities, or specifically designated program or curriculum development that exceeds the routine responsibility of faculty members. However, release time shall not be granted for activities defined as community service unless the College considers it to be in the best interest of the College.

When a faculty member is assigned release time, including for an alternate assignment, the percentage of the standard 900 point workload released is the percentage of the 35-hour work week to be scheduled and worked for that purpose, unless otherwise approved by the immediate supervisor.

A faculty member may apply to his or her immediate supervisor for release time to undertake work that is mutually beneficial to the faculty member and the College, although this does not imply that the supervisor will have authority to grant release time without advanced College approval.

Faculty members may also be assigned to do extra work in return for release time on the basis of agreement between the faculty member and the College as to the amount.

All release time arrangements are to be committed to in writing on the release time form (Appendix F) with a copy furnished to the faculty member.

## F. Faculty Members Serving as Program Coordinators/Directors

1. Program coordinator designations are the prerogative of the College; however, a faculty member may not be assigned program coordinator/director duties without his or her express consent. Only those faculty members who have been assigned program coordination duties by the College are eligible for release time under this provision.
2. Nothing in this section shall preclude the use of release time for special program projects such as periodic accreditation reports or major curriculum revision, separate from or in addition to program coordinator release time.
3. A description of coordinator responsibilities shall be determined by the immediate supervisor in consultation with the faculty member. Responsibilities which may be included in the description are in Appendix G; an individual faculty member's coordinator duties may include all or

some of these responsibilities. The description of responsibilities shall be given to the program coordinator/director in writing using the specified form in Appendix G by the end of the first week of classes in each semester.

4. Two or more faculty members may share the responsibilities and points awarded for a specific duty in Appendix G; however, the total points awarded to all faculty members with those responsibilities for a given program shall not exceed the total allowable points for that item.
5. A program coordinator is usually appointed for an academic year with a beginning date of the first day of the Fall semester; however, the College may change that appointment as needed.
6. Release time hours to be awarded for performing program coordinator duties shall be determined using the point system in Appendix G. One clock hour of release time per week shall be awarded for each sixty (60) program coordinator duty points earned.
7. A maximum of six hundred (600) points or ten (10) hours release time may be earned for coordinator duties for an academic year appointment. However, if an individual faculty member is awarded a full ten (10) hours during one academic year, at least two (2) of those hours must be used in the summer. The hours of release time must be used during the academic year of appointment, and may be taken during Fall, Spring, or Summer semesters. No more than four (4) hours of release time may be used during a guaranteed summer assignment. During the guaranteed summer assignment, fifteen (15) clock hours of release time shall be awarded for each hour of release time assigned.

The release time schedule shall be determined by the immediate supervisor in consultation with the program coordinator.

A program coordinator shall not be assigned duties in excess of the six hundred (600) point maximum.

#### G. Substitute Teaching

It shall be the responsibility of the individual faculty member to provide reasonable notice to his or her immediate supervisor regarding classroom absences, and when feasible to assist in making prior arrangements to satisfactorily handle such absences. Substituting for another faculty member shall be an overload when the absent faculty member is on administratively approved leave. Any additional compensation to a faculty member substituting for a colleague requires additional, documented service in excess of the normal thirty-five (35) hour work week as entered on the appropriate form (Appendix H).

Substitute teaching overloads shall be compensated at the overload pay rate (see Section 15.02.C.). However, with approval of the immediate supervisor, faculty members may mutually agree to substitute teach for one another within the same thirty-five (35) hour work week without additional compensation.

## **9.02 Library Faculty**

### **A. Normal Duties**

Library faculty members are responsible to the administrative representative for library services, or his or her designee, at the campus where assigned. In general, each library faculty member will be assigned activities directly related to the primary function of his or her designated area (i.e., automated systems, circulation, inter-library loan, cataloging, online services, collection development, and instructional support). Duties of library faculty members will also include:

1. assisting students, faculty, and community patrons in information retrieval;
2. instructing students and community patrons in the use of the library facilities in formal and informal settings;
3. assuming responsibility on an assigned basis for building and patron security in the absence of the immediate supervisor;
4. participating in College approved professional development programs;
5. serving on College committees or serving as faculty advisor to student groups; and
6. attending scheduled department, campus, and College meetings.

### **B. Work Week Schedule**

1. Library faculty members shall have the same number of duty days as instructional faculty. No instructional faculty load points will be assigned to library faculty members for the performance of their duties.
2. The work week for library faculty members shall be thirty-five (35) hours during Fall and Spring semesters. One (1) hour per week in Fall and Spring semesters may be scheduled for other professional activities as defined in this Agreement, exclusive of community service. An additional one and one-half hours per week may be scheduled for participation in the Wellness Program.

3. Since the demands for library service may occur during periods when classes are not in session, the College reserves the right to assign library faculty duty schedules which differ from the duty days of instructional faculty. The revised schedule will not mean the library faculty members will work more days than the number of days required for instructional faculty members. If the revised schedule results in more than 35 hours per week, the library faculty member involved must expressly consent to the overload. The faculty member consenting to the overload shall have the choice between receiving additional compensation or compensatory time off. Additional compensation shall be at the overload rate (Section 15.02.C). Compensatory time off must be taken within the same pay period or the following pay period in which the overload was worked. Evening or weekend duty assignments do not automatically result in an overload.
4. If there is an insufficient number of faculty volunteers for evening or weekend duty, library faculty will serve on a rotational basis for this duty. Rotational duty would not apply to a library faculty member who has been hired for the specific purpose of working evenings ~~and/or~~ weekends or to a library faculty member who volunteers for evening assignments; evening assignments shall be decided by the immediate supervisor in consultation with the library faculty member.
5. Any faculty member required by the College to take college course work shall be entitled to include this time in the regular work hours as long as it does not interfere with normal assignments and as long as approved by the immediate supervisor.

#### C. Overloads

1. Overloads in excess of the work week of thirty-five (35) hours during Fall and Spring semesters shall result in an overload payment to the faculty member. Overload payment shall be made per clock hours worked at the overload pay rate (see Section 15.02.C.). Overloads shall not be assigned without the express consent of the individual faculty member involved. Any additional compensation to a faculty member working an overload requires additional documented service in excess of the normal thirty-five (35) hour work week (or established summer hours).
2. A faculty member shall be entitled to apply for an overload teaching assignment as outlined in Section 6.10.B and 6.10.C in any discipline in which he or she is credentialed and qualified to teach, as determined by the College. The faculty member should file the written request with his or her immediate supervisor, who, if he or she approves, will coordinate the request.

#### D. Substituting

1. Substituting for another faculty member shall be an overload when the absent faculty member is on administratively approved leave. Any additional compensation to a faculty member substituting for a colleague requires additional, documented service in excess of the normal thirty-five (35) hour work week as entered on the appropriate form (Appendix H).
2. Substitute overloads shall be compensated at the overload pay rate (see Section 15.02.C.). However, with approval of the immediate supervisor, faculty members may mutually agree to exchange work hours on a one-to-one basis within the same thirty-five (35) hour work week without additional compensation.

#### E. Guaranteed Summer Assignment

For library faculty, the guaranteed summer assignment shall consist of 120 clock hours to be worked during Summer semester. The specific hours of employment for each library faculty member shall be determined in a fair and timely manner by the appropriate supervisor in consultation with the faculty member. Library faculty may be contracted for summer hours in addition to the guaranteed hours if needed and approved by the College.

### **9.03 Counseling Faculty**

#### A. Normal Duties

Counseling faculty members are responsible to the Director of Student Services, or his or her designee, at the campus where assigned. In general, each counseling faculty member will be assigned activities directly related to the primary functions of student services, meeting the needs of students through various means (including but not limited to, academic advising, counseling, registration, and orientation). Duties of counseling faculty members will also include:

1. acting as departmental/academic liaison;
2. conducting, or assisting with, seminars, or programs related to advising;
3. participating in College sponsored advising and programs such as College Night, Escambia County Career Days, and other activities as needed;
4. attending scheduled department, campus, and College meetings;

5. participating in College approved professional development programs; and
6. serving on College committees or serving as a faculty advisor to student groups.

#### B. Work Schedule

1. Counseling faculty members shall have the same number of duty days as instructional faculty except during the guaranteed summer assignment as specified in Section 15.01.B. No instructional faculty load points will be assigned to counseling faculty members for the performance of their duties. One (1) hour per each thirty-five (35) scheduled hours of the 164-day basic contract may be scheduled for other professional activities as defined in this Agreement, exclusive of community service. An additional one and one-half hours per each thirty-five (35) scheduled hours may be scheduled for participation in the Wellness Program.
2. In scheduling the 164 days across the counseling contract year, the counseling faculty member shall be scheduled to work at least one day per established pay period; however, within this provision, the counseling faculty member shall be entitled, at least once during the contract year, to twenty-four (24) consecutive calendar days without a scheduled workday.
3. Since the demands for counseling service may occur during periods when classes are not in session, the College reserves the right to assign counseling faculty duty schedules which differ from the duty days of instructional faculty. The revised schedule will not mean that counseling faculty members will work more days than the number of days required for instructional faculty members, except for the guaranteed summer assignment as specified in Section 15.01.B., unless the counseling faculty member involved expressly consents to the overload and either compensatory time or additional compensation is provided. The choice between receiving overload payment or compensatory time off shall be solely the choice of the faculty member involved. Additional compensation, if chosen, shall be at the overload pay rate (Section 15.02.C.). Compensatory time off must be taken within the same pay period or the following pay period in which the overload was worked.
4. If there are an insufficient number of faculty volunteers for evening duty, counseling faculty will serve on a rotational basis for this duty. Rotational duty would not apply to a faculty member who has been hired for the specific purpose of working evenings or to a counseling faculty member who volunteers for evening assignments. Assignments shall be decided by the immediate supervisor in consultation with the faculty member.

5. Any faculty member required by the College to take college course work shall be entitled to include this time in the regular work week as long as it does not interfere with normal assigned duties and as long as approved by the immediate supervisor.

#### C. Overloads

1. Overloads in excess of the work week of thirty-five (35) hours during Fall and Spring semesters shall result in an overload payment to the faculty member. Overload payment shall be made per clock hours worked at the overload pay rate (see Section 15.02.C.). Overloads shall not be assigned without the express consent of the individual faculty member involved. Any additional compensation to a faculty member working an overload requires additional documented service in excess of the normal thirty-five (35) hour work week (or established summer hours).
2. A faculty member shall be entitled to apply for an overload teaching assignment as outlined in Section 6.10.B and 6.10.C in any discipline in which he or she is credentialed and qualified to teach, as determined by the College. The faculty member should file the written request with his or her immediate supervisor, who, if he or she approves, will coordinate the request.

#### D. Substituting

1. Substituting for another faculty member shall be an overload when the absent faculty member is on administratively approved leave. Any additional compensation to a faculty member substituting for a colleague requires additional, documented service in excess of the normal thirty-five (35) hour work week as entered on the appropriate form (Appendix H).
2. Substitute overloads shall be compensated at the overload pay rate (see Section 15.02.C). However, with approval of the immediate supervisor, faculty members may mutually agree to exchange work hours on a one-to-one basis within the same thirty-five (35) hour work week without additional compensation.

#### E. Guaranteed Summer Assignment

For counseling faculty, the guaranteed summer assignment shall consist of 120 clock hours to be worked during Summer semester. The specific hours of employment for each counseling faculty member shall be determined in a fair and timely manner by the appropriate supervisor in consultation with the faculty member. Counseling faculty may be contracted for summer hours in addition to the guaranteed hours if needed and approved by the College.



## **9.04 Extended Contract Faculty**

### **A. Appointment**

Currently employed faculty members may request to be transferred to an available extended contract position. No faculty member employed on a 164-day basic contract will be required at any future date to move to an extended contract position. The decision to classify a position as an extended contract position will be made by the College in consultation with the Faculty Association.

### **B. Rights and Privileges**

Faculty members who work under the basic 164-day contract and those who work under an extended contract shall have the same rights, privileges, and benefits as described elsewhere in this Collective Bargaining Agreement. One year worked under an extended length contract is the same as one year worked under the basic 164-day contract for the purposes of seniority, eligibility for promotion and leaves, and retirement credit.

### **C. Eligibility**

1. Counseling faculty
2. Library faculty

### **D. Workload**

1. Counseling Faculty on Extended Contract
  - a. Schedule will include 164 duty days scheduled in accordance with 9.03.B.2. plus 420 clock hours between the end of Spring semester and the beginning of Fall semester of the next academic year. The total number of duty days will not exceed 224 days. The extended contract is worked over the entire contract year with at least one duty day scheduled per pay period. Faculty participation in scheduling will be in accordance with Article 6.03. Of the 420 hours scheduled between the end of Summer semester and the beginning of Fall semester of the next academic year, one and one-half hours per each thirty-five (35) scheduled hours may be scheduled for participation in the Wellness Program.
  - b. Overload pay in each semester shall be earned as described in Article 9.03.C.

## 2. Library Faculty on Extended Contract

- a. Schedule will include 164 duty days scheduled in accordance with 9.02.B.1. plus 420 clock hours between the end of Spring semester and the beginning of Fall semester of the next academic year. The total number of duty days will not exceed 224 days. The extended contract is worked over the entire contract year with at least one duty day scheduled per pay period. Faculty participation in scheduling will be in accordance with Article 6.03. Of the 420 hours scheduled between the end of Spring semester and the beginning of Fall semester of the next academic year, one and one-half hours per each thirty-five (35) scheduled hours may be scheduled for participation in the Wellness Program.
- b. Overload pay in each semester shall be earned as described in Article 9.02.C.

### **9.05 Extended Contract Teaching Faculty**

#### A. Appointment

Currently employed faculty members may request to be transferred to an available extended teaching contract position. No faculty member employed on a 164-day basic contract will be required at any future date to move to an extended teaching contract position. The decision to classify a position as an extended teaching contract position will be made by the College in consultation with the Faculty Association.

#### B. Rights and Privileges

Faculty members who work under the basic 164-day contract and those who work under an extended teaching contract shall have the same rights, privileges, and benefits as described elsewhere in the CBA. One year worked under an extended teaching contract is the same as one year worked under the basic 164-day contract for purposes of seniority, eligibility for promotion and leaves, and retirement credit.

#### C. Workload

The schedule will include 164 duty days during Fall and Spring semesters. Between the end of Spring semester and the beginning of Fall semester of the next academic year the schedule will include 180 classroom contact hours and an additional 120 office or other assigned hours scheduled at times convenient to students and approved by the immediate supervisor. Faculty participation in scheduling will be in accordance with Article 6.03. Of the 300 hours scheduled between the end of Spring semester and the beginning of Fall semester of the

next academic year, one and one-half hours per each thirty-five (35) scheduled hours may be scheduled for participation in the Wellness Program. Instructional assignments in excess of the required 300 hours shall be paid at the overload rate specified in Article 15.02.C.

#### **9.06 Instructional Post-Secondary Adult Vocational Faculty**

##### A. Workload

Faculty assigned to vocational programs shall be assigned sufficient student contact hours to constitute a standard 900 point load. The remainder of the normal work week shall consist of office hours and OPA hours. The combination of these hours will be determined in consultation between the faculty member and the immediate supervisor with approval required by the immediate supervisor.

#### **9.07 Instructional Secondary Level Faculty**

##### A. Workload

Adult Education and Collegiate High School faculty shall be assigned sufficient student contact hours to constitute a standard 900 point load. The remainder of the normal work week shall consist of office hours and OPA hours. At least 20% of the scheduled normal work week shall be OPA hours. The combination of these hours will be determined in consultation between the faculty member and the immediate supervisor with approval required by the immediate supervisor.

#### **9.08 Lecturers (Non-tenure Track Full-time Faculty)**

##### A. Contract Length

The number of lecturers shall not exceed twenty percent (20%) of the total number of filled full-time tenure-track faculty positions on the first day of the budget year. Lecturers shall be on a contract with the length of contract determined by the College. Lecturers are not eligible for continuing contract or promotion. Additional contracts, including summer contracts, may be offered at the discretion of the College.

The duty days shall be the same as those for instructional faculty as defined in 9.01.B.3.

##### B. Rights and Privileges

Unless otherwise specified, lecturers shall have the same rights, privileges, and benefits as described elsewhere in the CBA.

The workload for lecturers is as defined in 9.08.C below.

Lecturers are not covered by:

1. the transfer provisions in Article 17.01.E;
2. the seniority definition in Article 6.09;
3. Article 6.10.B.2 the process by which full-time faculty members apply for summer assignment;
4. Sabbatical Leave in Article 14.07;
5. Any provisions dealing with promotion in rank or continuing contract;  
or
6. Initial credentialing requirements in Article 17.06.

#### C. Workload

The duties of a lecturer are restricted to teaching and office hours without the service and professional development expectations of tenure-track or tenured faculty.

The standard load for a lecturer is 1260 workload points. The remainder of the week shall consist of office hours and OPA hours. The combination of these hours will be determined in consultation between the faculty member and the immediate supervisor with approval required by the immediate supervisor. With approval of the immediate supervisor the standard load may be decreased in order to include additional office hours or OPA hours to fulfill the required thirty-five (35) hour scheduled work week. Office hours may be used to participate in departmental meetings.

For lecturers on a basic-year contact, there is no guaranteed summer assignment; however, the College may offer a summer assignment. For lecturers on an extended contract, the load for the summer shall include 270 contact hours of instruction plus 120 additional office or other assigned hours scheduled at time convenient to the students and approved by the immediate supervisor.

#### D. Overload and Substitutions

Lecturers shall be eligible for overload pay as well as pay for substituting for other faculty members.

#### E. On-line faculty

With the approval of the Vice President of Academic Affairs, a lecturer may schedule all office hours on-line.