

ACE PROPOSAL—October 10, 2006

Article 18 Load

18.1 ACADEMIC CLASSIFICATIONS

Job descriptions for the following classifications are contained in the Appendix. **A meeting between ACE representatives (at least one from each college), FSA Committee representatives, the College Vice-President of Instruction or Vice-President of Student Services from each college and HR representatives shall take place to review all existing job descriptions for compliance with Education Code and identify missing job descriptions. New and/or revised job descriptions and resulting changes that may require revision to this section (18.1.1 – 18.1.6) shall roll over into negotiations commencing February 1, 2007.**

18.1.1 Counselor

Counselors are members who are assigned a majority (i.e., 50% or more) of their time to counseling or closely related activities.

18.1.2 Director or Coordinator

Directors and Coordinators are members who are assigned a majority (i.e., 50% or more) of their time to direct or coordinate a specific program or service area.

18.1.3 Instructor

Instructors are members who are assigned a majority (i.e., 50% or more) of their time in the-classroom or closely related activities.

18.1.4 Lab Faculty Specialist

Lab Faculty Specialists are members who are assigned a majority (i.e., 50% or more) of their time to work with students and faculty in a computer lab or closely related activities. **(See letter of understanding in Appendix XX).**

18.1.5 Librarian

Librarians are members who are assigned a majority (i.e., 50% or more) of their time to librarianship or closely related activities.

18.1.6 Other

Members who spend a majority (i.e., 50% or more) of their time in activities other than those listed above.

Job descriptions for all positions are kept in the Human Resources **Department** Office.

18.2 FACULTY LOAD

~~Instructional faculty members are assigned a load of thirty (30) hours per week plus three (3) hours per week for scheduled office hours. These amounts are based on a 17.5 week semester. For a 16 week semester the amounts pro-rate to 32.8 and 3.3 hours, respectively. (See chart below.) Institutional responsibilities will be performed in addition to the prescribed work hours~~

~~18.2.1 Non instructional faculty members, including the Counselors, Librarians and the specific Directors and Coordinators originally assigned a load of thirty (30) hours~~

per week are assigned a load of thirty (30) hours per week plus three (3) hours per week of preparation, which is equivalent to instructional faculty and related to their primary assignments. Non-instructional faculty members, including Lab Faculty Specialists and the Directors and Coordinators originally assigned a load ranging from thirty three (33) to thirty seven and one half (37.5) hours per week are assigned a load of thirty (30) hours per week plus three (3) hours per week in lieu of office hours in any combination of assignments related to their primary assignments. These three hours of assignments will be performed in a manner which is equivalent to instructional faculty office hours. For a 16 week semester the above amounts pro-rate to 32.8 and 3.3 hours, respectively. (See chart below.) Institutional responsibilities will be performed in addition to the prescribed work hours. For semesters that span a different number of weeks, the hours will be adjusted accordingly.

Load Chart (17.5 week semester)

Hrs. per week in primary assignment	15	18	20	21	24	30	30
Hrs. per week in preparation	15	12	10	9	6	3	0
Hrs. per week office or equivalent	3	3	3	3	3	0	3
Total	33	33	33	33	33	33	33

Faculty shall be assigned a work load **during the Academic Year (as defined in Article 16.1)** based on the following chart:

<u>Load Chart**</u>	*1	*2	*3	*4	*5	*6	*7
Hrs. per week in primary assignment	16.4	19.7	21.9	23.0	26.3	32.8	32.8
Hrs. per week in preparation	16.4	13.1	10.9	9.8	6.5	3.3	0.0
Hrs. per week office or equivalent	3.3	3.3	3.3	3.3	3.3	0.0	3.3
Total	36.1	36.1	36.1	36.1	36.1	36.1	36.1

****This load chart is based on the currently negotiated 32-week academic year consisting of two 16-week semesters. If an academic year is negotiated for 16 or 18 semesters that span a different number of weeks, the hours in the load chart will shall be adjusted accordingly.**

- *1—Lecture Instructors
- *2, *3, *4, *5—Lab Instructors
- *6—Counselors and Librarians
- *7—Lab Faculty Specialists, Coordinators and Directors

Instructional faculty members are assigned a total load of **32.8** hours per week consisting of their scheduled instructional hours and preparation hours, plus 3.3 hours per week for scheduled office hours.

Non-instructional faculty members are assigned a load of **32.8** hours per week consisting of their scheduled hours, plus 3.3 hours per week of either preparation hours or scheduled office hours. **For non-instructional faculty members with 11 and 12 month contracts, an additional 3.2 weeks of load of 32.8 hours per week, consisting of their scheduled hours, plus 3.3 hours per week of either preparation hours or scheduled office hours, is required. (The total scheduled hours for each additional month are**

determined by multiplying the weekly scheduled hours of 32.8 by 3.2 weeks. ~~in~~ addition, The total scheduled office hours or preparation hours are determined by multiplying the weekly hours of 3.3 by 3.2 weeks.)

The parties recognize that institutional responsibilities are an essential part of the effective operation of each college under the philosophy of shared governance. **In addition to the work load prescribed above, each member is responsible for 78.75 hours per semester of institutional responsibilities. A member on a reduced load shall have his/her institutional responsibility hours reduced proportionately. For non-instructional faculty members with 11 or 12 month contracts, each member is responsible for an additional 15.75 hours per month.** ~~The accountability for the completion of these responsibilities resides with the faculty within the organizational structure of each college.~~ **Only the member's performance evaluation team may request a specific accounting of these hours. The issue of compliance regarding institutional responsibilities rests with the performance evaluation process. A member may, at times, conduct institutional responsibility activities outside of a primary semester, as might occur with participation on a hiring team or other activities shown in Article 22.**

~~The thirty-three (33) hour per week load is based upon a thirty-five (35) week calendar year. For schedules that may span different lengths, hours will be adjusted so a faculty member can fulfill a full load. (See 18.3)~~

~~18.2.2 — When vacant, the positions of Director and Coordinator for the departments of Disabled Students Programs and Services, Extended Opportunities Programs and Services, and Health Services may become administrative positions at the District's discretion.~~

~~18.2.2.1 — Members with permanent assignments in these positions, whether in the past on a 30 hour per week basis or 37.5 hour per week basis, will have the option of retaining their assignments as faculty members (loaded as per 18.2.1) or converting to an administrative position upon the District's discretion. Any tenured faculty member will retain tenure rights upon acceptance of an administrative position.~~

~~18.2.2.2 — Any permanently assigned Director or Coordinator not yet tenured may convert to an administrative position upon mutual agreement between the District and the member, upon the achievement of tenure.~~

~~18.2.2.3 — Members serving in interim appointments will continue in their assignment (as per 18.2.1) under the conditions in which they accepted the assignments until the positions are filled with permanent employees **unless reassigned by the President or designee.**~~

~~18.2.3 — This article will be reviewed no later than May 15, 2003 to determine if the change in assigned hours continues to meet the needs of the District.~~

18.3 Full Load

A full load consists of a sufficient number of courses or other assignments worked during the **academic year (as defined in Article 16.1)** ~~at any time during the work year~~ to total a combined load factor of 2.0. It is agreed and understood that faculty

members who carry a full load each semester which ~~that~~ results in a fraction of .995 up to a 1.005, ~~will~~ **shall** be credited with 1.0 load.

18.3.1 Assigning Load Value on the Basis of a Course

~~Each course in the curriculum is loaded according to the following formula:~~

$$\frac{\text{X}}{\text{Base 1}} + \frac{\text{Y}}{\text{Base 2}} = \text{load for lecture and/or lab courses}$$

~~Where X = number of weekly lecture hours assigned to a particular course and,~~

~~Where Y = number of weekly laboratory hours assigned to a particular course and,~~

~~Where Base 1 = number of weekly lecture hours which constitute a full load (Refer to Load Book); and~~

~~Where Base 2 = number of weekly lab hours which constitute a full load. (Refer to Load Book.)~~

~~This section assigns load to courses based on 18 week semester. For courses which are different than 18 weeks, the total number of semester hours will not exceed the total number of hours for an 18 week semester, rounding fractional hours down.~~

~~For example, a class that meets three hours a week with a base of 15 hours will be loaded at .200. That assumes the class meets for 18 weeks for a total of 54 hours. If the class is scheduled for less than 18 weeks, then the total number of hours in the different schedule will not exceed 54 hours, rounding down (54.4 would be acceptable. 55.1 hours would not be acceptable.)~~

Courses in the curriculum shall be loaded based on whether the course is a lecture type class or a lab type class:

All lecture type classes shall be assigned a 16.4-hour base and the load for an individual course shall be computed as follows:

$$\text{X} / 16.4 \text{ hour base}$$

Where X = number of weekly lecture hours assigned to a particular lecture type course.

A 3-unit course offered under a 16 week calendar would be assigned a load equal to 3.28 weekly lecture hours / 16.4 hour base = .200

All lecture classes currently assigned a 19.7(old 18) hour base shall be changed to a 16.4 (old 15) hour base effective July 1, 2007. in the Load Book. This load-change provision shall sunset on December 31, 2008, unless negotiated otherwise following the recommendations of the Load Committee per Article 18.6.

For lab type classes, criteria shall be determined (see 18.6 below) for assigning the appropriate hourly base to the class and the load for an individual lab course shall be computed as follows:

$$Y / \text{assigned hourly base}$$

Where Y = number of weekly lab hours assigned to a particular lab type course.

The hourly base assigned to existing lab courses shall be based on the current Load Book unless negotiated otherwise following the recommendations of the Load Committee per Article 18.6.

18.3.2 Assigning Load Value for Hourly on the Basis of Other Activities
Other activities shall be loaded based on the total hours of assignment during an individual semester:

$$X / 525 \text{ hour base}$$

Where X = total hours of assignment during the semester

For example, an assignment totaling 105 hours during a semester would be assigned a load equal to

$$105 / 525 \text{ hour base} = .200$$

~~For hourly faculty with 32.8 30 hours of duties a week plus three hours of preparation time or assigned duties, 105 hours plus 10.56 10.5 hours of preparation time or assigned duties is equivalent to a .20 load.~~

18.3.3 Assigning Load on the Basis of Individual Instruction.

~~a. Work Experience and or Directed Studies~~

~~Work experience and directed studies assignments shall be loaded based on the total number of students for which the member is assigned responsibility:~~

$$X / 125 \text{ student base}$$

~~Where X = the number of work experience/directed studies students for which the member is responsible~~

~~For example, a member assigned responsibility for 25 work experience students would be assigned a load equal to~~

$$25 / 125 \text{ student base} = .200$$

~~Load for work experience is based on the number of students for which the member is responsible. A full load consists of 125 students, which is equivalent to a 16.4 15-hour lecture assignment. Twenty five (25) students is 1/5 of a full-time load and is equivalent to a should probably be 3.28 three-hour lecture assignment (.200 of a load). Load for one student is one divided by 125, for a .008 load factor. A maximum of 25 students per semester may be assigned to a regular or contract member.~~

~~b. Television Courses~~

~~Television courses will be loaded, based on the load book.~~

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e. ~~Directed Studies~~

~~— Load for directed studies is based upon the number of students for which the instructor is responsible. The load per student shall be .008 load factor.~~

18.3.4 Assigning Load for Reassigned Time

Reassigned time shall be loaded based on the total hours of re-assignment during the semester:

$X / 525$ hour base

Where X = total hours of reassignment during the semester.

For example, a member performing 105 hours of reassigned time activities would be assigned a load equal to

$105 / 525$ hour based = .200

Reassigned time is part of the regular full load. Reassigned time activities shall not be allowed as overload per 18.5. and shall count towards the member's primary assignment per 18.2. and a part of a member's primary responsibility.

Any single or combination of release time assignments shall not exceed 1.0 per semester.

18.4 Underloads

18.4.1 **Involuntary:**

In the event a member's full-time load for the academic year (**the fall and spring semester**) is less than 2.0, it shall be adjusted within two (2) years after the semester in which the underload occurs by:

- a. scheduling additional teaching load, **which may include winter or summer session assignments**, or
- b. withdrawing banked hours to cover the deficit, or
- c. by fulfilling other activities which may be assigned to a member by the Vice President/Division Chair in consultation with the member and department chair, or
- d. by reducing compensation until load worked and compensation collected are in balance.

The two-year period starts in the semester immediately following the semester in which the underload occurs. If the member cannot achieve a full load and make up any underload within two years of incurring the underload, ~~transfer, concurrent assignment or joint assignment, procedures, as provided in Article 24, are available.~~ **other options as outlined in Articles 23, 24, and 25 are available.**

No overload may be paid or banked while a member has an unresolved underload.

At the time a faculty member receives an assignment which is underloaded, he/she will sign an agreement, as part of the load sheet, to authorize deducting

the cost of the underload from the faculty member's last regular paycheck (excluding summer work) if the member retires or otherwise resigns without repaying the underload, in accordance with the terms of this section.

18.4.2 Voluntary:

A faculty member who wished to voluntarily reduce his/her workload must request a leave of absence subject to one of the Leave Articles in this contract.

18.5 Overloads

Regular/contract members in satisfactory status may provide services beyond their regular load. Such overloads are subject to the provisions of Article 19.7 on Scheduling of Assignments. Underload requirements shall be fulfilled prior to banking or receiving compensation for an overload. ~~Regular members teaching in another department outside of their primary assignment earn rights to overload assignments in that secondary department up to a .4 after they have taught an overload in that department three out of four semesters with satisfactory evaluations. They maintain this right until they have not taught three out of four semesters in that department. Overloads shall be assigned in the following manner: Full-time faculty teaching in the department, full-time faculty teaching in another department other than their primary department, associate faculty with re-employment preference, associate faculty without re-employment preference.~~ (

Faculty members in the following categories **shall** ~~will~~ not be eligible for an overload assignment:

- a. phase-in retirement
- b. reduced contract
- c. all leaves contained within the ACE agreement (except banked leave).

~~18.5 Assigned/RELEASE Time~~

~~Assigned or release time will be loaded using the 30 hr./week base or 32.8 36.1 hours/week base (16 week calendar). (Per 18.2). This provides parity for all assigned or release time regardless of discipline.~~

~~Assigned time is part of the regular load **and will shall count towards the member's primary assignment per 18.2.** and a part of a member's primary responsibility.~~

~~Any single or combination of release time assignments will not exceed 1.0 per semester.~~

~~18.7 LOAD BOOK No changes~~

~~The load book is an extension of the contract, by incorporation. The official copy of the load book shall be maintained in the Human Resources office.~~

~~The load book consists of each course approved by the Curriculum Committees. Any changes to load must be recommended first by the Load Committee, then approved by the ACE Council and then negotiated with the district.~~

~~18.8. ——— LOAD COMMITTEE~~

~~The Load Committee shall consist of the Vice President of Instruction from each college and two ACE representatives. The Director of Human Resources shall serve as a non-voting member of the committee.~~

~~It is the responsibility of this committee to recommend load to any new or updated courses approved by the Curriculum Committee. Additionally, this committee has the responsibility of recommending any changes in load to ACE. If such changes are approved by the ACE Council, these changes will be taken to the negotiating table.~~

18.6 LOAD BOOK AND LOAD COMMITTEE

18.6.1 Load Committee

The Load Committee's membership shall consist of the Vice-Presidents of Instruction from each college and two ACE representatives (one from each college). The Associate Vice-Chancellor of Human Resources shall be an ex-officio non-voting member of the Load Committee.

Unanimous decisions and three-to-one decisions of the Load Committee shall be implemented through referred to contract administration. In cases where the Committee remains evenly split, those cases shall be brought to the table for negotiation.

18.6.2 Load Book

The Load Book shall be considered part of the contract by incorporation. The official copy of the Load Book shall be maintained in the Human Resources Office. A copy of the Load Book shall be provided to the ACE Secretary.

18.6.3 Load Committee Decisions

1. Existing Curriculum

Issues concerning load, for example, current load calculations that are outside the contractual norm, or computational errors in the schedule, shall be brought to the attention of either the Associate Vice-Chancellor of Human Resources or the ACE Council. Upon receiving notification of the issue, the matter shall be referred to the Load Committee.

Decisions which correct the loading of a course shall be implemented after the revised curriculum is approved by the Curriculum Committee and the Board of Trustees approval and in the next semester in which the course is offered. There shall be no retroactive recalculation of load for an individual course.

2. New Curriculum

All new curriculum shall be reviewed by the Load Committee. The Load Committee shall determine whether the class has been assigned the correct load before the new curriculum course is given final approval by the Curriculum Committee and the Board of Trustees.

In evaluating load corrections/adjustments and load for new curriculum, ACE and the District agree to develop criteria and recommendations for load changes by December 31, 2007. ~~in conjunction with the Academic Senates and Curriculum Committees of both colleges.~~ During this process ACE and the District agree to include the following parameters and any others the Load Committee deems appropriate:

1. Any criteria developed must be based on the appropriate pedagogy, common community college practice, not on historical precedent; and
2. An analysis of impact on the budget and performance goals for any recommended load changes must be included as part of the recommendation.

District

ACE

Date

Date