

**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 semesters that span a different number of weeks, the hours in the load chart 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. 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. 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.

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) to total a combined load factor of 2.0. **(A 2.0 load factor is equivalent to 2.0 FTEF.)** It is agreed and understood that faculty members who carry a full load each semester that results in a fraction of .995 up to a 1.005, shall be credited with 1.0 load.

18.3.1 Assigning Load Value on the Basis of a Course

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:

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

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

$$3.28 \text{ weekly lecture hours} / 16.4 \text{ hour base} = .200$$

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 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

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

18.3.3 Assigning Load on the Basis of Individual Instruction.

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

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

18.3.4 Assigning Load for Reassigned Time

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

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

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

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

Reassigned time is part of the regular full load. Reassigned time activities shall not be allowed as overload per **Article** 18.5. 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, 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~~ **shall** 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.

Faculty members in the following categories shall 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).~~

- a. all early retirement programs specified in Article 15.1**
- b. reduced contract including flexiload per Article 19.6.2(b) (does not refer to reassigned time)**
- c. all leaves contained within the ACE agreement (except conference leaves); however, members on a partial banked load leave may teach overloads.**

Members eligible for an overload may choose to receive compensation per Article 13 or may choose to bank the load per Article 38; however, first-year contract members are not eligible to bank load from an overload assignment.

18.65 Load Book and Load Committee

18.65.1 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 referred to contract administration. In cases where the Committee remains evenly split, those cases shall be brought to the table for negotiation.

18.65.2 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.

18.65.3 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 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 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. 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, 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.