

ARTICLE 6 : FACULTY ASSIGNMENT AND LOAD

- 6.1 Duties of Assignment: The duties for all full-time faculty may include but are not limited to: classes taught at both on and off-campus locations; student office hours; preparing lectures or grading student assignments or tests; counseling, providing health services or library services; approved conferences and field trips; consultation with other faculty, the administration, and community members; interacting with students as a mentor, club advisor, or event advisor; maintaining subject matter currency through reading professional literature, participating in a professional association, publishing a book or article, presenting a workshop, completing a sabbatical or fellowship project, attending work-related workshops or conferences, or taking classes; participating in curriculum development by revising course outlines, developing new courses, or working with four year colleges to facilitate articulation; participating in institutional or assignment-based research; participating on a college committee, Academic Senate committee, Faculty Association committee, or task force; participating in peer review through service on a hiring committee, tenure evaluation committee, or evaluation of part-time faculty; or mentoring new faculty.

Participation in the above activities shall be documented as part of the regular self-evaluation process, using the form in Appendix J.

Faculty on partial contract shall be on campus and responsible for the duties specified above for periods of time prorated according to the proportion of contract held. These provisions do not apply to part-time faculty.

6.2 Work Week

- 6.2.1 General: "On campus" time shall include, but is not limited to, classes taught at both on and off-campus locations, student office hours, approved conferences and field trips, and consultation with other faculty, the administration and community members. These hours are exclusive of overload extra-pay assignments.
- 6.2.2 Full-Time Classroom Faculty, Counselors, Librarians, Health Services: Each full-time unit member shall be on campus or performing the duties of his or her assignment, as set forth in Article 6.1, a minimum of thirty (30) hours per week in the regular college year. (When working on a compressed calendar, the minimum number of hours per week will be adjusted proportionally.)
- 6.2.3 Full-Time Child Care Faculty: Each Child Care teacher's assignment shall be eight hours per day for each day of her or his work year.

6.3 Work Year

6.3.1 Classroom Faculty and Non-Classroom Faculty. The standard work year is 175 days as specified under Article 11, Calendar. "Work year" for department chairs and other departmental leaders is defined in Article 22.

6.3.2 For purposes of the Agreement, "academic year" is defined as Fall and Spring Semesters; "fiscal year" is defined as Summer Intersession through Spring Semester.

6.3.3 Counseling Faculty

- (a) The service of regular tenured or probationary counselors may be needed during days not included in the faculty duty day calendar. In order to meet this need the following provisions will apply: The appropriate academic administrator, in consultation with the chair of the Counseling Department, will determine those non-duty dates on which counseling service is required and the number of counselors to be involved. These dates may include any non-duty days during the school year as well as any days in the last week of the school year but excluding holidays and Winter and Spring recesses. In addition, the appropriate academic administrator, in consultation with the chair of the Counseling Department, shall designate a "low load" period during which compensatory time may be taken.
- (b) All counselors will be given an opportunity to volunteer to serve on one or more of the specified non-duty days in exchange for compensatory time off during the designated "low load" period. Each volunteer and his or her compensatory time request must be approved by the appropriate academic administrator.
- (c) If all needed counselor time is not satisfied by approved volunteers, the appropriate academic administrator may draft counselors to serve as needed. The appropriate academic administrator shall attempt to make these mandatory assignments and the related compensatory time in the best interest of the counseling office and the counselors involved. Counselors drafted for service should be selected on a rotational basis which over time will require all counselors to share in the non-duty day assignments.
- (d) Summer and Winter intersessions are specifically excluded from 6.3.3.c. However, counselors may be assigned to work the week preceding the start of Spring semester, as well as peak periods during the Fall and Spring semesters.

6.3.4 Full-Time Child Care Faculty: Each Child Care teacher’s assignment shall be 185 days as related to the days students attend college classes, as arranged by the Child Care Teacher’s immediate supervisor and the appropriate academic administrator.

6.4 Office Hours:

Full-time Classroom Faculty: Each unit member shall regularly schedule on at least three days of each week a number of office hours based on their contract assignment as shown in the chart below. Overload assignments shall not be used to reduce a faculty member’s office hour commitment.

Contract Weekly Teacher Hours (WTH)	Office Hours Each Week
At least 12 but not more than 16 WTH	4 hours each week
17 but not more than 19 WTH	3 hours each week
20 WTH or more	1 hour each week

Faculty members with 3 or 4 office hours scheduled each week shall schedule these hour on at least three days of each week. Department chairs shall ensure that office hours are maintained in accordance with this Agreement. Office hours are not required of unit members paid on a part-time basis except as provided for in Article 14.

6.4.1 Tenured and probationary faculty members of the mathematics department will schedule one hour per week in the math lab in lieu of one of their office hours unless the department chair authorizes four hours of office hours because it is impractical to be in the math lab. The department chair has the discretion to assign up to two hours of office hours in the math lab.

6.4.2 Electronic Office Hours: After consultation with the department chair or elected faculty leader regarding related student access issues, faculty may satisfy part of the requirements of this Section by utilizing electronic or other telecommunication applications.

6.5 Part-time Faculty:

6.5.1 General Provisions: Part-time faculty are Classroom and/or Non-classroom faculty who are hired under the provisions of Education Code 87482. *et al.* Part-time faculty assignments may not exceed 67% of a full-time assignment.

6.5.2 Department Meetings: Part-time faculty employed for either the regular fall or regular spring semester shall attend at least one department meeting per semester as part of their semester assignment. If department meetings are always held at times that