

**MEMORANDUM OF UNDERSTANDING
MODIFICATIONS TO ARTICLES 6.4: PART TIME FACULTY OFFICE HOURS**

This Memorandum of Understanding (MOU) is entered into by and between the Santa Monica Community College District (The District) and the Santa Monica College Faculty Association (The FA) on this 10th day of June, 2021.

Whereas the 2019-2022 Agreement between the Santa Monica College Faculty Association and the Santa Monica Community College District established a salary schedule based on faculty assigned lecture hour equivalents (LHE) that led to the elimination of separate hourly salary schedules for part time faculty teaching at load factors less than 1.0 and

Whereas the 2019-2022 Agreement failed to clarify how the conversion to the above-described salary schedule would impact the office hour obligation of some part time faculty, especially that previously covered by the MOU of May 2, 2017 which addressed the office hour obligation for faculty teaching short term vocational noncredit classes,

It is agreed that the following be used to determine the office hour obligation of part time faculty for the remainder of the 2019-2022 contract period.

The office hour commitment for part-time faculty members is the same as full-time faculty members with the same assignment and is as follows:

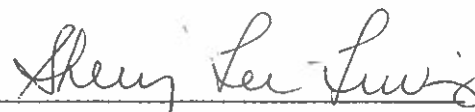
Load Factor	Office Hour Obligation
1.0	16 minutes per week per LHE <i>(Equivalent to 16 minutes per week per assigned teaching hour)</i>
0.875 or 0.883	12 minutes per week per LHE <i>(Equivalent to 10.5 minutes per week per assigned teaching hour)</i>
0.75	4 minutes per week per LHE <i>(Equivalent to 3 minutes per week per assigned teaching hour)</i>
0.6 or 0.5	No office hour obligation

For example, a faculty member teaching a 4 weekly teacher hour (WTH) course at load factor 0.75, as well as a 3 WTH course at load factor 1.0, the office hour obligation would be:

$$\begin{aligned} &4 \text{ WTH} \times 0.75 \times 4 \text{ min/week} = 12 \text{ minutes per week} \\ &+ 3 \text{ WTH} \times 1.0 \times 16 \text{ min/week} = 48 \text{ minutes per week} \\ &\text{Total office hour obligation} = 60 \text{ minutes per week} \end{aligned}$$



Peter Morse
For the FA



Sherri Lee-Lewis, VP Human Resources
For the District