

5.1 Administration of Assignment

The Chancellor of the District is responsible for the assignment of faculty members within the District in accordance with the provisions of this Agreement.

The President of ~~the each~~ College is responsible for the assignment of faculty members within the College in accordance with the provisions of this Agreement.

5.2 Contract Teaching Assignments

5.2.A. The typical workload for all classroom teaching faculty members is an average of 40 hours per week and shall include:

- (1) An average of thirty hours per week which includes classroom teaching, preparation and grading for assigned classes, including submission of grades within two working days after finals and timely submission of census data.
- (2) Maintenance of five office hours per week for student conference. Faculty teaching Distance Education Courses online may conduct one office hour online for each .20 teaching load up to a maximum of two hours per week. The office hour schedule is subject to the approval of the appropriate Dean. Each full-time teaching faculty member shall schedule at least one office hour per teaching day. Exceptions for good reason are subject to the approval of the ~~Executive appropriate college~~ Vice President. Schedules will be posted outside the faculty member's office and placed on file in the Office of Student Learning. An office shall be provided as a condition for requiring such scheduled office hours. The location of the office shall be determined in consultation with the faculty member and the appropriate Dean. The final decision for the location of faculty offices rests with the ~~appropriate college Vice President~~ ~~Executive Vice President~~. Contract faculty with partial teaching assignments shall maintain such office hours as are a pro-ration of the portion of the teaching contract held.
- (3) An average of five hours per week service for instruction-related student support activities for the academic year shall be submitted in writing to the Dean by December 31 and June 30 for the prior 6 months.
Typically such activities may include the following:
 - a. ___ continuing professional development;
 - b. ___ sponsorship and support of student activities;
 - c. ___ participation in budget development ~~and~~
 - e.d. ___ employment interviewing procedures;
 - d.e. ___ college and district committees;
 - e.f. ___ department and division meetings;
 - g. ___ curriculum development ~~or review~~;
 - f.h. ___ ~~program development, review, and/or coordination and oversight~~;
 - g.i. ___ articulation and matriculation;
 - h.j. ___ writing of grant proposals and research projects;
 - i.k. ___ recruitment and high school relations;
 - j.l. ___ registration advisement;
 - k.m. ___ activities of faculty governance, representation and advocacy;
 - l.n. ___ preparation and updating of course outlines;

Comment [VPK1]: Fix others in this article... campus to college, etc.
Formatted: Highlight

from VCCCD
4-20-17
11:18 AM

ARTICLE 5 Workload and
Assignment

(6)(4) Faculty members who teach ~~semester-semester~~ classes with attendance at the census date in excess of ~~60 40- 60~~ students will be given credit of an additional one-half teaching hour for each hour taught for each increment of ~~25 2025~~ students in attendance above the ~~60 4060~~ students per class.

- a. A team-teaching situation exists in the event that two or more faculty members are assigned to teach a single class offering which encompasses one course or a concurrent combination of courses.
- b. The additional load credit for each member of a team is to be the additional load credit earned under the formula above [Section 5.2.B(4)], divided proportionally by the number of members of the team.

(7)(5) Weekly student contact hours between 300 and 600 are considered a normal assignment. Equalization of load shall be effected, so far as practicable, by assignment of additional:

a. Technical, laboratory, reader, or clerical assistance may be provided to an instructional division when student contact hours exceed the following:

- 1) English Composition, 450
- 2) Lecture Classes, 550
- 3) Laboratory Classes, 500

a.b. In the case of experimental programs, whenever the load assignment contemplated departs appreciably from established norms, class-weight credit to determine load assignments will be established by the President in conference with the Executive appropriate college Vice President, the Division Dean, the Department Chair, and the faculty member involved.

b.c. A faculty member may meet and confer at any time with his/her Division Dean and the Executive appropriate college Vice President, regarding his/her teaching load or its equalization.

A District-wide average of not less than 525 Weekly Student Contact Hours, exclusive of WSCH's earned as part of an overload or extra-hourly assignment, per full-time teaching faculty member, shall be established as management's goal.

(8)(6) Designation of new, updated or revised, ~~courses as~~ lecture, lecture-laboratory, laboratory courses (, or any combination thereof), for student credit hours as well as non-credit courses shall be made exclusively through by the each college's Curriculum Committee or Academic Affairs Committee, subject to review by the District Technical Review Workgroup-Instructional and the Chancellor, subject to approval by the Governing Board.

(9)(7) PCAP will not be implemented during the term of this Agreement.

5.2.C. Scheduling of Contract Assignments

- (1) Assignments of contract teaching load for contract faculty members shall have first priority over any other class assignments.
- (2) When the assignment for a teaching faculty member is prepared, primary consideration will be given the needs of the students, the professional training and experience of the faculty member, and the classes to be

Formatted: Indent: First line: 0.5"

- d. A traveling assignment is a contract assignment, which includes more than one site in the District (mileage between work sites to be compensated by the District.)
- (8) Part-time faculty members shall be assigned duties and responsibilities in proration of a comparable full-time assignment.
- (9) Teaching faculty members shall begin class on time and shall not, without prior authorization, terminate any class before the required time of adjournment.
- (10) Substitute responsibilities: Hours of work, other than assigned classroom time, may be used to provide substitute services for a temporarily absent faculty member and shall be paid for at the hourly rate of pay.
- (11) If the services of a contract faculty member are terminated, the District shall send written notification to the Federation by certified mail within ten (10) working days.

5.3 **Contract Non-Classroom Faculty**

5.3.A. All contract non-classroom faculty on full assignment shall be assigned 35 hours per week.

- (1) Any regularly scheduled assignment in excess of 35 hours per week shall be compensated at the hourly rate as an hourly assignment.
- (2) Assignments for individual faculty members shall be made by the Dean and be scheduled Monday through Friday only between the hours of 7 a.m. and 5 p.m. When the Dean determines there is a need for scheduled hours after 5 p.m. or on Saturday, assignments may be scheduled for four days per week between the hours of 7 a.m. and 8 p.m. and/or on Saturday between 7 a.m. and 5 p.m., with the agreement of the faculty member and the Dean. Faculty will make every reasonable effort to accommodate the Dean's request and to share responsibility with other members of their department with respect to evening and Saturday assignments.

Scheduling for individual faculty members shall be prepared by the Dean, subject to approval by the appropriate college Executive Vice President. Any conflicts shall be resolved through informal discussions among the appropriate college Executive Vice President, the Dean, the Department Chair, and the affected faculty member. If resolution is not reached, the appropriate college Executive Vice President will determine the faculty's schedule.

- (3) When special conditions exist on a campus, as determined by college management, and it is deemed advantageous to students and the community served, non-traditional assignments shall be appropriate. Such assignments may include, but are not limited to:
- a. A split assignment requiring both day and evening assignments for a full assignment.
- b. Saturday and/or satellite campus assignment as part of a full assignment in off-campus locations.
- c. A traveling assignment which includes more than one site in the District (mileage between work sites to be compensated by the District).

5.3.B. A non-classroom faculty member may be allowed to teach as part of his/her full assignment with permission of the immediate Dean as well as the Dean of the

- (4) A counselor may be scheduled up to six hours per week to coordinate specialized centers and/or program activities where professional expertise is required.
- (5) Each full-time counselor shall receive a minimum of 3 hours per week for the academic year for development projects, professional growth, research, staff development, transfer assistance, articulation, college/high school visitations and other college activities that directly benefit and promote the department/service area and the student. The hours of assigned time may be distributed in any way throughout the semester to average the weekly assigned time.

The assignment(s)/activity(ies) shall be decided upon after joint consultation between the counselor(s) and the appropriate manager, subject to the approval of the College President or his/her designee. Such approval shall not be unreasonably withheld.

5.3.F The following applies only to library faculty:

- ~~(1) It shall be a joint goal of management and the library faculty to establish certificated library staffing as stipulated in Title 5, CCR Sec. 58724.~~

Formatted: Font: Bold
Formatted: Indent: Left: 0.5", Hanging: 0.01"
Formatted: Indent: Left: 1", Hanging: 0.5"
Formatted: Indent: Left: 0"

5.4 Non-Contract Assignments

5.4.A. Eligibility

(1) **Contract Faculty Members:**

- a. May teach a maximum of one course (without regard to hours) or six class hours (without regard to the number of courses) per week at the extra hourly rate of pay, except for time required as a substitute.
- b. May work a maximum of six clock hours of a non-classroom assignment per week at the hourly rate of pay, except for time required as a substitute, or in case of emergency, as determined by management. Faculty members receiving stipends or work experience, shall not be considered professional ancillary activities under Education Code section 87482.5 for the purposes of non-contract assignments listed under 5.4.A.(1).a.
- c. The sum of the assignments in (a) and (b) above shall not exceed six hours per week during any one semester except as stated above. Hours worked as a facilitator shall be counted in calculating a contract faculty member's extra-hourly maximum. Hours worked as a Screening Committee Facilitator shall not be counted in calculating a contract faculty member's extra-hourly maximum or a non-contract faculty member's maximum assignment.

(2) **Non-Contract Faculty Members:**

- a. May be assigned a combination of teaching and non-classroom assignments to a maximum of not more than .67 FTE. Hours worked as a Screening Committee Facilitator shall not be counted in calculating a contract faculty member's extra-hourly maximum or a non-contract faculty member's maximum assignment.
- b. Amounts paid as stipends under Section 3.5 of the Agreement shall not be considered in determining whether a faculty member is working .67 FTE under Education Code section 87482.5.

faculty member resigns, or has been removed from the longevity list in accordance with Section 5.4.B(1)(e).

- (2) The district will provide to the Federation, by the ~~fourth~~ ^{second} (2nd) week of each semester, a longevity list by discipline for each college reflecting assignments for the previous semester, including the longevity, ~~pre-longevity~~ and previous assigned load (PAL) lists.

Formatted: Superscript

- (3) **Pre-Longevity Period:** A non-contract faculty member must complete four (4) semesters ~~over a four-year (4) period of service over a four-year (4) period of service~~ prior to being placed on the longevity list, ~~regardless of the faculty member's PAL.~~

- (4) **Previously Assigned Load:** PAL is determined by ranking the faculty member's load from highest to lowest over the past eight (8) consecutive semesters at each college. PAL will be the second (2nd) highest ranked number. (PAL is non-transferable between colleges). For example, if a faculty member worked: .4; .0; .0; .2; 0; .6; .2; .6; load would be ranked as .6; .4; .2; .2; 0; 0; 0; and PAL would be .6.

Formatted: Superscript

If a faculty member receives ~~summary/overall performance ratings evaluations in two (2) consecutive regular terms~~ semesters with committee ~~summary/overall performance ratings (on Form C1) of "Unsatisfactory" OR any combination of performance evaluations in three (3) consecutive regular terms with committee summary/overall performance ratings (on Form C1) of "Needs Improvement" or "Unsatisfactory"~~ his/her PAL will ~~reduce to .2, or not less than one class.~~

Formatted: Indent: Left: 1.49"

Formatted: Highlight

Formatted: Highlight

- (5) **Preferred:** A non-contract faculty member evaluated as "Excellent" by a majority of his/her evaluation committee shall be designated as preferred. If a faculty member receives two (2) consecutive ~~committee summary/overall performance~~ evaluation ratings of "Satisfactory" or one (1) ~~committee summary/overall performance evaluation~~ rating of "Needs Improvement" or "Unsatisfactory" ~~by a majority of his/her evaluation committee~~ he/she will be removed from the Preferred List. (Faculty members on their college's Preferred List as of July 1, 2007 will remain on the list unless removed through evaluation.) The District will use best efforts to ensure that at least 20% of the non-contract faculty in each division at each college are on the "preferred" list every semester.

Formatted: Highlight

- (6) **Short Courses:** Load for non-contract assignments shorter than a semester shall be calculated by dividing the total number of hours assigned for the semester by 17 and rounding to the nearest half hour. (Total number of hours for a classroom assignment is determined by multiplying the number of hours assigned per week by the number of weeks a course is scheduled as indicated in the schedule of classes.)

(6) —

Formatted: Indent: Left: 1.49", No bullets or numbering

5.4.C. Non-Contract Assignment Procedures

- (1) If classes/hours are available, non-contract assignments shall be made in the following order (a through ~~f~~ ^e) unless distance education classes are required to provide the previously assigned load (as defined below). In the case of distance education, the ~~D~~ ^dean and ~~D~~ ^department ~~C~~ ^chair must concur that the non-contract faculty member is sufficiently knowledgeable in the instructional delivery mode to teach the course. If the ~~D~~ ^dean and the ~~D~~ ^department ~~C~~ ^chair ~~y~~ do not agree as to whether to give a particular assignment to the faculty member, the ~~appropriate~~ ^{appropriate} college Vice President will determine the assignment. If a faculty member is dissatisfied with his/her assignment, the

Formatted: Indent: Left: 0.5"

ARTICLE 5 Workload and
Assignment

- b. If requesting assignments in more than one (1) division/college, the faculty member must submit a separate completed ARF for each division/college.
- c. ARFs will be available on-line through the District's Intranet forms listing. Paper copies of ARF's will be available for pick up in the District Human Resources Department and at the Offices of the ~~Executive~~ appropriate college Vice Presidents.
- d. Notices for posting and submitting ARFs will be placed in each faculty member's campus box at the time of posting.
- e. Schedule for posting and submitting ARFs:
 - 1) For **Fall Semester** Assignment:
 - Post ARFs during the second week of the previous fall semester.
 - Submit completed ARFs at the end of the sixth week of the previous fall semester.
 - 2) For **Spring Semester** Assignment:
 - Post ARFs during second week of the previous Spring Semester.
 - Submit completed ARFs at the end of the sixth week of the previous spring semester.
 - 3) For **Summer Intersession** Assignment:
 - Post ARFs during the second week of the previous Fall semester.
 - Submit completed ARFs at the end of the sixth week of the previous Fall semester.
- f. Schedule for issuing work offers:
 - 1) For **Fall Semester** Assignment:
 - Issue work offers in April of the previous Spring semester. Faculty must return signed work offers in May of the previous Spring semester.
 - 2) For **Spring Semester** Assignment:
 - Issue work offers in October of the previous Fall semester. Faculty must return signed work offers in November of the previous Fall semester.
 - 3) For **Summer** Assignment:
 - Issue work offers in March of the previous Spring semester. Faculty must return signed work offers in April of the previous Spring semester.

A faculty member who fails to return a signed work offer in accordance with the timeline specified in Section 5.4.C(3) may not be assigned a workload for that specific semester.

5.5 **Class Cancellations**

- (4) **(1) Effect of Class Cancellation.** In the event that a faculty member assigned on a non-contract basis has any part of his/her assignment as indicated in his/her offer of

Formatted: Indent: Left: 0", Hanging: 0.51"

Formatted: Font: Bold

Formatted: Indent: Left: 0", Hanging: 0.51",
No bullets or numbering

~~(4) New hires and management not currently teaching.~~

Formatted: Indent: Left: 2.01", No bullets or numbering

Faculty in the first four priority groups will be offered up to two (2) classes each (or the equivalent hours for non-classroom assignments) each. After these assignments have been made, the Dean, after consultation with the appropriate Department Chair, may move to priority group number 5 for further assignments or may elect to assign additional classes in priority order to faculty in groups 1 through 4 before proceeding to group 5-5. Accordingly, faculty members may be assigned a total of four classes (or the equivalent hours for non-classroom assignments) for the entirety of summer sessions.

Comment [VPK4]: Actually, 5 But MS Word shows it as 1-6 on this leg format version.

Formatted: Highlight

Formatted: Indent: Hanging: 0.5"

Formatted: Font: Bold

Formatted: Indent: Left: 0.5", First line: 0"

5.7 Absence Reporting

Faculty members will make all reasonable efforts to report absences from any assignment in advance. If possible, day absences will be reported to the immediate supervisor and evening absences shall be reported to the supervisor on duty in the appropriate office. In any case, all absences must be reported within 24 hours of the absence whenever possible.

5.8 Faculty Service Areas (hereafter referred to as "FSA"): An FSA is defined as a service or instructional subject area or group of related services or instructional subject areas performed by faculty and established by a community college district for purposes of termination of services either for a reduction in force (RIF), reduction in student attendance or reduction or discontinuance of a particular kind of program of study or service.

Formatted: Font: Bold

Formatted: Normal, Indent: Hanging: 0.5", No bullets or numbering

No tenured employee may be terminated while any probationary employee or any other employee with less seniority is retained to render a service in a faculty service area in which the records of the District maintained pursuant to this Agreement reflect that the tenured employee possesses the minimum qualifications prescribed by the Board of Governors and is competent to serve under District competency criteria as defined in Section 5.7.A.

5.7.A: 5.8.A The list of FSAs in the District shall be the same list as the "Minimum Qualifications for Faculty and Administrators in California Community Colleges" as defined by the Board of Governors. A faculty member will be considered "competent" in an FSA if the faculty member satisfies the state minimum qualifications for hire, including the equivalence provision, or holds the appropriate credential, for the discipline of the FSA.

Formatted: Indent: Left: 1", No bullets or numbering

If changes in the "Minimum Qualifications for Faculty and Administrators in California Community Colleges" are made by the Board of Governors, such changes shall automatically apply in this District. Should a change in the list affect a faculty member's FSA assignment, adjustments in the assignment will be made utilizing the methods established in this Agreement.

5.7.B: 5.8.B An employee may petition for recognition of competence in an FSA by using one of the following procedures. It shall be the responsibility of the employee to provide the District with all records necessary to substantiate the claim-of competence.

Formatted: Indent: Left: 1", No bullets or numbering

- (1) Petition F for Recognition of Competence in a new FSA by means of minimum qualifications or credential shall be by the following procedure: The employee shall petition the District for such recognition. The District will review and respond within two (2) weeks. Should the District initially deny the petition, said rejection shall be communicated via both e-mail and via Certified Mail with an explanation of why the petition was rejected. Rejection by the District shall not foreclose the faculty member's rights to petition again in the same FSA using the Districtwide equivalency process.
- (2) Petition F for Recognition of Competence in an FSA by means of an the Districtwide equivalency shall be by the following procedure: The employee

Index
