

ARTICLE 13: Workload

B. Workweek/Workday

1. All Full-Time Faculty

The workweek for all full-time faculty shall be forty (40) hours. Less than full-time faculty shall have a workweek of forty (40) hours prorated on the basis of full-time equivalency. (e.g., nine (9) lecture hours equals 0.600 F.T.E., a workweek of twenty-four (24) hours).

The forty (40) hour week for all full-time faculty shall include all student contact responsibilities, on-campus office hours (posted and arranged consultation hours), accurate record keeping for grades and attendance, committee assignments, preparation of all required reports, curriculum development and revision, learning and/or service area outcomes assessment, attendance during in-service days including commencement ceremonies and in-service activities, and other non-student contact responsibilities as determined and assigned by the District. All full-time faculty also shall attend commencement ceremonies and other in-service activities unless excused by the Chancellor or his/her designee.

The District and the Association recognize the professional nature of the work (as defined by Labor Code) performed by the faculty members and agree that full-time faculty shall be available at the District facilities for an additional five (5) hours per week beyond the assigned student contact hours, non-student contact hours, and office hours (pro-rated for less than full-time faculty) to perform required responsibilities. All faculty are required to serve on committees as appointed by the academic senate and/or as officially recognized advisors to student clubs/organizations as a part of their assignment.

All semester-end documentation (grade submission, SLO/SAO data collection, and professional development reporting (end of Spring semester only)) must be completed prior to release of each semester's final pay warrant.

Distance Education (including courses offered online) is recognized by both the Association and the District as an appropriate mode of delivery to meet the needs of our student population. In order to meet the expectations for full-time faculty responsibilities to the college, online course instruction shall be limited to 0.500 load for full-time faculty. Exceptions to this limitation must be approved by the supervising manager and the Vice President of Instruction. Faculty for whom this provision applies to shall follow the guidelines regarding the course quality and qualifications to teach online courses set forth by their respective campuses' Distance Education/Online committees. Distance educational assignments shall be on a voluntary basis subject to approval of the supervising manager.

There shall be a minimum of eleven (11) hours between the end of the last assigned class on one day and the first assigned class the next day unless the faculty member otherwise provides written consent to their immediate supervisor. The District shall not for arbitrary

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and capricious reasons assign someone to a schedule that has such employee teaching both at the beginning and end of the District's operational day.

No overload hours, extra compensation work of any kind, or special contract assignments shall be included within the forty (40) hours. As set forth in Tables I and II of this Agreement, a faculty member shall be assigned a weekly schedule comprised of one of the following:

1. Fifteen (15) lecture hours.
2. ~~Eighteen (18)~~ Fifteen (15) high intensity laboratory hours.
3. ~~Twenty-one (21)~~ Eighteen (18) laboratory hours.
4. ~~Twenty-four (24)~~ Twenty-one (21) clinical hours.
5. Thirty (30) non-instructional hours.
6. Thirty-five (35) hours of other assigned responsibilities.
7. Any combination of the above listed assignments equaling 1.000 full-time equivalency.

2. Definitions

- a. Lecture Hours: Instructor student contact hours in which the instructor normally gives a lecture presentation which was previously prepared, and students are required to complete substantial work prior to or after such lecture presentation.
- b. High Intensity Laboratories are specialized educational environments where students engage in hands-on, immersive learning experiences, often involving live projects and the use of expensive specialized equipment. These labs demand extensive preparation by instructors and may require continuous monitoring to ensure student safety and the appropriate utilization of resources. Instructors play a vital role in overseeing students' activities, emphasizing safety protocols, and guiding them through real-time applications to facilitate a comprehensive learning experience.
- c. ~~Instructor student contact hours in which both the student and the faculty have significant preparation before the scheduled contact time as well as significant work to be done after the scheduled contact time.~~ The high intensity lab designation will apply to laboratory Science courses (Architecture, Astronomy, Biology, Chemistry, Geography (GIS and GEOG), Geology, Oceanography, Nursing, Pharmacy Technology, Physics, Psychiatric Technology), and Applied Technology courses (Aeronautics, Automotive (AUTO, ACR and HMDT), Electronics (ELEC and ELECTR), HVAC, Machinist Technology, Water Supply Technology, and Welding). For other lab courses, petitions for the "High Intensity Laboratory" designation will be reviewed annually in the Spring semester by the Lab Parity Committee, who will determine the courses that qualify for the high intensity laboratory designation for the following Fall semester onward. The Lab Parity Committee shall consist of two administrators, selected by the Vice President of Instruction, and three faculty, appointed by the Faculty Association President, with at least two faculty members from departments with laboratory courses. If the course does not have any revision to its units, contact hours, topical outline, measurable objectives, or methods of evaluation, then the Lab Parity Committee shall sign off on the continued parity in subsequent semesters. ~~These~~

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~~labs deemed high intensity are those that meet the California General Education Transfer Curriculum (CalGETC) requirement for laboratory science.~~

- d. Laboratory Hours: Instructor student contact hours in which the instructor normally supervises student activities in a laboratory environment, the activities are related to lecture hours, the instructor frequently provides instruction and students are responsible for learning all information from the instruction and activities.
- e. Clinic Hours: Activities where instructors or other professionals normally only supervises students who are practicing specific skills. The District and the Association also recognize that the implementation of “clinic hours” in some cases requires an expanded number of hours without additional compensation and flexibility since an instructor may be able to supervise a very small number of students at any one time.
- f. Non-instructional Hours: Most of the non-Instructional contact occurs within the services and functions of the support and Student Service areas such as but not limited to counseling, library, learning centers, Health Centers, and/or support programs such DSPS and EOPS. Non-Instructional hours include activities where faculty normally interact with students within an office, center and, or other specified area or services of the college where the contact between faculty and students does not normally generate FTE.
- g. Other assigned responsibilities: Primary responsibilities do not include student contact. All other duties as assigned in accordance with Title 5, California Education Code, California Government Code, and/or the Collective Bargaining Agreement.
- h. New definitions per the most current Program and Course Approval Handbook (PCAH).