

# Article 32: Workload

**32.01 SCOPE OF ASSIGNMENT:** On average, the contract faculty workweek will be forty (40) hours, with thirty-five (35) hours for instructional or allied duties (Article 17.05-17.10), and five (5) hours for [District and Department Service](#) and for Professional Development ([Article 17: Job Descriptions](#), sections 17.02-17.04).

**32.02 ASSIGNMENT LOADS**

A. **Right of Assignment:** The District, as represented by the [supervising administrators](#), in consultation with chairs, will determine class schedules and faculty assignments.

B. **Load Factors**

1. Each faculty assignment has a load coefficient as a percent of one (1) Full-Time Equivalent Faculty (FTEF) for each hour of such assignment scheduled. The load factor for each instructional assignment allows for class sessions, class preparation, student assessment, and [student consultation time](#). The load coefficients for different types of faculty assignments are specified in Table 32-1:

<b>Assignment Type</b>	<b>Hours/week per 1 FTEF</b>	<b>1 Hr/Week = % FTE</b>	<b>1 Hr/Semester = % FTE</b>
Credit Lecture	15.0 hours/week	6.6667%	0.3810%
Credit Laboratory 0.71 <sup>1</sup>	21.13 hours/week <sup>1</sup>	4.7333% <sup>1</sup>	0.2705% <sup>1</sup>
Credit Lab 1.00 <sup>2</sup>	15.0 hours/week <sup>2</sup>	6.6667% <sup>2</sup>	0.3810% <sup>2</sup>
Credit Lab 0.80 <sup>2</sup>	18.75 hours/week <sup>2</sup>	5.3333% <sup>2</sup>	0.3048% <sup>2</sup>
Credit Lab 0.75 <sup>2</sup>	20.0 hours/week <sup>2</sup>	5.0000% <sup>2</sup>	0.2857% <sup>2</sup>
Noncredit	24.0 hours/week	4.1667%	0.2381%
Career Dev. College Prep	21.5 hours/week	4.6512%	0.2658%
Allied	35.0 hours/week	2.8571%	0.1632%
ADN Requirements (w/Lab)	18.0 hours/week	5.5556%	0.3175%
Physical Education Activity	22.0 hours/week	4.5455%	0.2597%
District Activity	40.0 hours/week	2.5000%	0.1412%

**Table 32-1**

2. Credit Laboratory Course Tiers and Placement:

- a. Each credit laboratory course will be assigned to one of three tiers:
  - 1) Credit Laboratory Workload Factor I (.75) applies to credit lab courses that are primarily for skill development.
  - 2) Credit Laboratory Workload Factor II (.80) applies to credit lab courses that primarily teach skills development and that include: evaluation of written student work; clinical rotations at health care sites for the Associate Degree Nursing (ADN) program; and/or rehearsal for public performance in Music, Dance, and Theatre.

<sup>1</sup> Effective Spring 2017

<sup>2</sup> Effective Fall 2020

- 32.02.B.2.a.** 3) Credit Laboratory Workload Factor III (1.0) applies to credit lab classes that require the faculty to set up experimental labs, prepare experiments, and assess lab reports and other written work.
- b. Placement of each credit laboratory course will be negotiated.
- 1) Placement will consider at least faculty-documented preparation and assessment time per hour of laboratory and a comparison with contractual lecture hour equivalents adopted at other California Community Colleges for similar courses.
  - 2) Placement of new or significantly revised credit laboratory courses:
    - a) A department will forward to AFA its request for (re-)evaluation for tier placement of new or significantly revised credit laboratory courses.
    - b) A negotiations subgroup of one (1) negotiator from each team will apply the criteria in 32.02.B.2.a to the course's Course Outline of Record and will recommend tier placement to the negotiating teams, which will make final determinations.
    - c) Beginning Fall 2020, changes to credit laboratory placement will be approved as part of the subsequent tentative agreements (TA). Such changes will inform the scheduling cycle immediately following the TA, to take effect the subsequent fall semester.
    - d) Placement of new credit laboratory courses will be in effect when the new course is offered.
    - e) Tier placement for all credit laboratory courses will be listed in Appendix 5 to the Contract.
  - 3) Implementation of new workload factors for credit laboratory courses: Movement to the .75, .80, and 1.0 tiers will become effective in Fall 2020.
- C. **Calculation of Load:** The District will calculate load for each [contract assignment](#) and each [hourly assignment](#) according to Table 32-1.
1. The District will maintain a record of each contract faculty member's load balance in units of FTEF. The ending load balance for each semester will be the ending load balance for the previous semester plus the contract load of the current semester minus one FTEF (or less as specified by section 32.02 or other arrangement between the faculty member and District).
  2. The semester load of each faculty member will be greater than 73 percent and less than 127 percent, except in the case of mutual agreement of the faculty member and the District.
  3. By mutual agreement of a contract faculty member and the Vice President of Academic Affairs (VPAA), the faculty member's contract load balance may be adjusted on a one-time basis by converting contract load to hourly load. The District will notify AFA of this adjustment in a timely manner.
  4. The District may adjust a negative contract load balance of a contract faculty member up to zero by converting all or some of the faculty member's hourly load to contract load. The District will notify the faculty member and AFA of this adjustment before the published schedule of classes ([Article 16: Hourly Assignments](#), paragraph 16.02.A.4) for the semester in which the adjustment is made.

**32.02.D. Student Consultation:** Faculty members with instructional assignments will maintain weekly scheduled student consultation times.

1. The amount of required weekly student consultation time per hour of weekly instructional assignment is shown in Table 32-2. (See [Article 26: Salary Schedule Development](#), section 26.03.) AFA and the District agree to negotiate the student consultation requirement for hourly assignments should State categorical funding for Adjunct Faculty Office Hours be reduced from current levels.

<b>Instructional Assignment Type</b>	<b>Hours/week per 1 FTEF</b>	<b>Minutes/week per instructional hr/wk</b>
Credit Lecture	5 hours	20 minutes
Credit Laboratory 0.71	3.5 hours	10 minutes
Credit Lab 1.00	5 hours	20 minutes
Credit Lab 0.80	4 hours	13 minutes
Credit Lab 0.75	3.75 hours	11 minutes
Noncredit	2.75 hours	7 minutes
Career Dev. College Prep.	3.5 hours	10 minutes
ADN Requirements (w/Lab)	4.25 hours	14 minutes
Physical Education Activity	3.25 hours	9 minutes

**Table 32-2**

2. Faculty members will ensure their scheduled student consultation times will be reasonably convenient to their students.
  3. The District will make office space available to each faculty member for face-to-face student consultation when possible. Faculty members will use District office space for student consultation when possible. Exceptions may be approved by the VPAA.
  4. Faculty members will specify the times and places allocated for student consultation in class syllabi and post this information in an accessible location.
  5. A faculty member teaching a course entirely online may offer student consultation time online provided it is regularly scheduled at established days/times. A faculty member teaching a hybrid course with a percentage taught online, may offer consultation times online provided they are regularly scheduled at established days/times in proportion to the online component of the course. A faculty member may offer other kinds of consultation activities with prior approval of the [department chair](#) and supervising administrator.
- E. **Overload:** Overload assignments for contract faculty will be considered as hourly assignments. All summer session and intersession assignments for contract faculty will be considered as hourly assignments.

- 32.02. F. Work Experience Assignments:** Pursuant to [California Code of Regulations-Title 5, Section 58051](#), the load coefficient for work experience instructor assignments will be 0.80 percent per student, which is equivalent to 125 students per FTEF. Compensation for hourly Work Experience assignments will be based on the base hourly salary schedule. This compensation will be in addition to any mileage reimbursement (see [Article 31: Working Conditions](#), paragraph 31.04.B).
- G. The compensation for an adjunct faculty SLO assignment ([Article 17: Job Descriptions](#), paragraph 17.02.C.2) will be three (3) hours per assessment assignment and six (6) hours per lead-coordination assignment using the base hourly salary schedule. These assignments must be approved in advance by the VPAA or designee. These assignments will not apply to established-load considerations with respect to offer rights ([Article 16: Hourly Assignments](#), section 16.03.D.3).
- H. SRJC's Online College Project: Workload and Compensation**
- 1. Effective 2016-17:** A faculty member entering into an agreement with the District to develop a course through the Online College Project will be compensated \$833.33 per unit of the course (\$2,500 for a three-unit course). Agreements dated August 17, 2017, or later will be compensated per §32.02.H.2. Such assignments are designated as a Professional Ancillary Activity.
  - 2. Effective Fall 2017:** A faculty member entering into an agreement with the District to develop a course through the Online College Project (OCP), or equivalent District program, will be compensated for fourteen (14) hours at the base hourly rate per unit of the course. Compensation for agreements made prior to August 17, 2017, will be compensated per §32.02.H.1. Such assignments are designated as a Professional Ancillary Activity.

### **32.03 CLASS SIZE**

- A. **Minimum Class Size Limits:** The minimum class size limit is twenty-two (22) students. The District may cancel a section with an enrollment below this limit.
- B. **Maximum Class Size Limit**
1. Each course will have a maximum class size limit. This limit will apply to all sections of this course (except as allowed in section 32.04). Such limits for all courses will be specified in a record available to faculty.
  2. A section's maximum class size will be either the maximum class size limit or the number of seats or stations available in the assigned classroom, whichever is lower.
  3. The Academic Senate's Class Size Advisory Committee (ASCSAC), comprised of three (3) to six (6) faculty members, will use pedagogical principles to determine each course's maximum class size limit recommendation.
  4. The ASCSAC's maximum class size limit recommendations will inform AFA-District negotiations for determining maximum class size limits. Limits will be reasonable and equitable with respect to instructor workload and will take into consideration the financial constraints of the District.
- C. **Support for Standard Size Lectures:** Any class section with a maximum class limit of forty-eight (48) or any multiple-section science lecture session with a combined section limit of forty-eight (48) will receive teaching assistant support at a rate of two-thirds hour per lecture unit for each student in excess of forty-five (45) students enrolled at census.

**32.04 EXTENDED LECTURE CLASSES:** The provisions of section 32.04 will be in effect as a pilot project through the Spring semester of 2020.

- A. **Extended Lecture-Eligible Course List:** The District and Academic Senate will maintain a list of Extended Lecture-eligible courses. The Academic Senate President and the VPAA will each approve revisions to this list in consultation with the appropriate department chairs. Only courses on this list may be offered in Extended Lecture sections.
- B. **Extended Lecture Sections Maximum Class Size and Load:** Each Extended Lecture section will be designated as EL1 through EL6.
  1. The maximum class size of the section of Extended Lecture-eligible course will determine its Extended Lecture designation (Table 32-4). A section with a maximum class size less than fifty (50) will be designated a Standard Lecture section (section 32.03.B).

Designation	Class Size	Load Factor
Standard	20-49	1.00
EL1	50-69	1.00
EL2	70-94	1.50
EL3	95-119	2.00
EL4	120-144	2.25
EL5	145-169	2.50
EL6	170-198	2.80

**Table 32-3**

2. Based on the demand for the section, the District may re-designate a section of an Extended Lecture-eligible course to a higher Extended Lecture designation, with consent of the instructor and department chair.
  3. The District may re-designate a section to a lower Extended Lecture designation or the Standard classification to match its actual enrollment at census as specified in Table 32-3.
  4. The FTEF load for an Extended Lecture section assignment will be the FTEF load for a Standard Lecture section assignment for the same course times the load factor in Table 32-3.
  5. The amount of student consultation time (section 32.02.D) for an Extended Lecture section assignment will be the amount of student consultation time for a Standard Lecture section assignment for the same course times the load factor in Table 32-3.
- C. **Support for Extended Lecture Sections:** The District will supply teaching assistant support for Extended Lecture sections based on enrollment at census. The District will allocate teaching assistant support in hours at a rate of two-thirds (2/3) hour per course unit for each student in excess of forty-five (45) students enrolled at census.

**32.05 DISTANCE EDUCATION**

- A. The District will provide the necessary support for online course accessibility compliance.

- 32.05.B.** In order to provide effective student contact, "hybrid" sections that are taught at least 50 percent online will be allocated teaching assistant time at a factor of one (1) hour per lecture unit for each student enrolled over forty-five (45) at first census. This provision is retroactive to the beginning of Fall 2014 semester.
- C. In 2014-15, AFA and the District will review workload provisions for online instructional assignments and negotiate revisions as necessary.

### **32.06 VARIABLE AND EXCHANGE ASSIGNMENTS**

- A. **Variable Assignments:** Variable assignments are those contract faculty assignments that occur outside the [contract year](#) from the day of the District commencement exercise of the previous [academic year](#) to the day of the District commencement exercise of the current academic year. The District will make variable assignments in accordance with department procedures (as defined in paragraph 32.06.C) and in consultation with the department chair. Variable assignments will not occur on days the College is closed.
1. Variable assignments pertain to the following contract faculty members only.
    - a. **Counselors** (except EOPS): The District may schedule each [regular faculty counselor](#) and [probationary faculty counselor](#) in Year 2, 3 or 4 of [tenure review](#) for up to one hundred twelve (112) hours of variable assignments. The District may schedule each contract faculty counselor for up to an additional twenty-eight (28) hours with the consent of the contract faculty counselor.
    - b. **EOPS Counselors:** The District may schedule each regular EOPS counselor and probationary EOPS counselor in Year 2, 3 or 4 of tenure review for up to one hundred twelve (112) hours of variable assignments. The District may schedule each contract EOPS counselor for up to an additional twenty-eight (28) hours with the consent of the contract EOPS counselor.
    - c. **Disability Resources Specialists:** Each contract faculty member in the Disability Resources Department may be scheduled for up to seventy-five (75) hours with the consent of the contract faculty member.
    - d. **Summer Repertory Theatre (SRT) Artistic Director:** The SRT Artistic Director may be scheduled for up to seventy-two (72) days.
  2. A Counselor (including EOPS) may be granted an exception to the required variable assignment with written approval of the Vice President of Student Services (VPSS) and the department chair.
  3. The SRT Artistic Director may be granted an exception to the required variable assignment with written approval of the VPAA and the department chair.
  4. Compensatory time accrued by faculty members from variable assignments (hereafter referred to as "variable comp time") will be scheduled in accordance with department procedures, and in consultation with the department chair and supervising administrator.
    - a. Variable comp time for each Counselor or Disability Resources Specialist will be scheduled by the hour.
    - b. Variable comp time for the SRT Artistic Director will be scheduled during the academic year calendar in days.
    - c. Variable comp time will be scheduled in accordance with the departmental procedures. Upon the request of the contract faculty member, the supervising administrator, in consultation with the chair, may approve changes to this schedule.

- 32.06.A.4. d. A maximum of forty (40) hours of variable comp time may be carried over from the current academic year to the subsequent academic year. The supervising administrator and chair may approve in writing a greater maximum for a faculty member.
- e. Other faculty assignments outside of the academic calendar are considered hourly assignments, not subject to variable assignment provisions.

- B. **Exchange Assignments:** Contract faculty counselors and Disability Resource Specialist faculty may accept exchange assignments, which are additional assignments before or after usual work hours on days of the contract year. Examples of such assignments are outreach, high school visits, college nights, college fairs, or other community activities.
  - 1. The District, in consultation with the chair, may offer exchange assignments.
  - 2. Compensatory time accrued for exchange assignments (hereafter referred to as "exchange comp time") will be scheduled in accordance with department procedures (as defined in paragraph 32.06.C) and in consultation with the chair.
  - 3. A maximum of forty (40) hours of exchange comp time may be carried over from the current academic year to the subsequent academic year. The supervising administrator and chair may approve in writing a greater maximum for a faculty member.
  - 4. The supervising administrator, in consultation with the chair, will maintain a record of hours of completed exchange assignments and exchange comp time for each contract faculty member.

- C. **Variable Assignment and Exchange Assignment Department Procedures:** Each department with variable assignments or exchange assignments will maintain written procedures that determine the process of recommending schedules for variable or exchange assignments and for variable or exchange comp time. These procedures will be determined by majority vote of the contract faculty in a regular department meeting and then approved by the VPSS. If the department and the VPSS are unable to reach agreement on these procedures, then AFA and the District will negotiate these procedures at the request of either party.

**32.07 FACULTY LOAD BANKING (FLB):** An eligible faculty member may accumulate load earned through hourly assignments in that faculty member's "load bank" in lieu of compensation for that load. This FLB load may be applied to that faculty member's assignments in future semesters subject to the provisions of 32.07.A-D.

- A. **FLB Applications:** An eligible faculty member may use FLB load in connection with a Family/Personal Leave, Special Education Leave, or Sabbatical Leave. An eligible faculty member will apply for such use as part of the application procedure for that leave or during the leave under extenuating circumstances.
  - 1. Family/Personal Leave: A faculty member may apply FLB load to supplement a Family/Personal Leave ([Article 18: Leaves](#), section 18.03). The applied FLB load required will be 1.20 times the assignment load of the supplemental leave.
  - 2. Special Educational Leave: A faculty member may apply FLB load to supplement a Special Educational Leave ([Article 28: Special Educational Leave](#)). The applied FLB load required will be 1.20 times the assignment load of the supplemental leave.

- 32.07.A.** 3. Sabbatical Leave: A faculty member may apply FLB load to offset the 0.4 FTEF reduction-in-load per semester for a two-semester Sabbatical Leave ([Article 25: Sabbatical Leave](#)). The FLB load required will be equivalent to the amount applied to offset the reduced load in the first semester of the Sabbatical Leave and 1.20 times the amount applied to offset the reduced load in the second semester of the Sabbatical Leave.
- B. **FLB Eligibility:** A 100 percent contract workload status is required of a faculty member using FLB load in connection with a Family/Personal Leave, Special Education Leave, or Sabbatical Leave.
- C. **FLB Provisions and Restrictions**
1. The District will maintain a record of the current FLB load balance for each eligible faculty member and make that record available to the faculty member on a timely basis.
  2. A faculty member may accrue no more than 1.20 FTEF in FLB load without District approval.
  3. When a FLB leave is granted with any other leave, the combined uninterrupted leave will not exceed the equivalent of two (2) semesters without District approval.
- D. **FLB Termination**
1. Upon a faculty member's loss of eligibility, the District will at its discretion convert the balance of that faculty member's FLB load to either contract or hourly load (or a combination of both) in the first semester following this loss of eligibility.
  2. Upon a faculty member's termination of employment, the District will provide compensation for the balance of that faculty member's FLB per each banked load assignment at the hourly rate of the type of assignment banked in the semester of that assignment.
  3. If a faculty member maintains a FLB load balance of 1.00 FTEF or greater for twelve (12) consecutive semesters without applying for a FLB leave, the District may at its discretion convert the balance of that faculty member's FLB load to either contract or hourly load (or a combination of both). The District will notify the faculty member in writing of this action.
- E. **2017-2020 FLB Negotiations:** AFA and the District will open Article 32 by mutual agreement pursuant to [Article 1: Agreement to the Contract](#), paragraph 1.03.C in Fall 2018 with the intent of negotiating whether section 32.07 will contain provisions allowing FLB full-semester leaves and FLB partial semester leaves that are not necessarily in connection to other leaves.

### **32.08 CANVAS CONVERSION COMPENSATION**

- A. A faculty member will be compensated who converted an online, hybrid, blended, or web enhanced face-to-face course from CATE and/or Moodle to Canvas. Payment is at the base hourly rate, per unit for the course, not for each section of a course.
1. Ten (10) hours for a three-unit course (3.33 hours per unit) for converting an online course from another platform.
  2. Six (6) hours for a three-unit course (2 hours per unit) for converting a hybrid course (greater than 50% online); and
  3. Three (3) hours for a three-unit course (1 hour per unit) for converting a blended and web enhanced face-to-face course (0%-50% online).

**32.08.B.** To claim compensation, a faculty member will fill out the *Transition to Canvas Application* and route through their Supervising Administrator no later than June 30<sup>th</sup> 2019.