

ASSIGNMENT, WORK LOAD, AND SCHEDULES

DJ
(LOCAL)

CONTRACTUAL
OBLIGATIONS

All employees shall be subject to assignment and reassignment by the College President at any time.

In addition to teaching, advising, and other educational responsibilities, instructional employees shall fulfill certain other requirements in connection with their duties during the school year including, but not limited to, the following:

1. Faculty meetings and committee assignments. The contractual obligations of instructional personnel include service on committees as assigned, attendance at division meetings, and attendance at meetings called by administrators or the College President, unless an exception is made by authorized personnel prior to the meeting. The following shall apply:
 - a. Faculty meetings are regarded as a vital campus communication link.
 - b. Attendance at such meetings is mandatory.
 - c. All staff members are expected to participate in assigned committees and to carry out the specific purposes for which the committee was established.
2. Commencement ceremonies. Commencement exercises involve a processional, and participation is part of the contractual obligation.

TEACHING LOADS
COMBINED
COURSES

Two or more classes in related subject fields ordinarily taught by individual instruction or participation may be combined to form a single class section of the instructor's teaching load. The class load of the instructor shall be determined by the highest semester hour value of any of the courses forming the combination.

The vice president of instruction shall determine equitable teaching loads in consultation with the instructional deans. The following factors shall be considered when determining teaching assignments:

WORK LOAD

1. The number of contact hours;
2. The number of class preparations;
3. The number of students involved;
4. The nature of the instruction demanded by the subject matter;
5. The amount of help available; and
6. The contract term.

The load assigned to an instructor shall normally be 15 teaching credit hours per week. Upon College District need, an instructor

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may be assigned to teach more or less than 15 teaching credit hours per week. In calculating teaching credit hours, one lecture hour equals one teaching credit hour, and two laboratory hours equal one teaching credit hour. An instructor may be assigned up to 18 teaching credit hours without extra compensation if he or she is assigned to instruct in lecture/laboratory classes that utilize the "open lab" concept or if his or her total teaching contact hours do not meet the minimum of 450 contact hours per week. The teaching contact hours in a course shall equal the number of students in the course times the number of hours per week that the course meets.

Extra compensation shall be provided for teaching credit hours in excess of 16 if the teaching contact hours exceed 450 per week, but the extra compensation shall then be paid on teaching credit hours in excess of 15. An instructor who is assigned to instruct in lecture/laboratory classes that utilize the "open lab" concept shall be paid for an overload for all of his or her teaching credit hours that exceed 18 if his or her teaching contact hours exceed 450 per week.

Clinical hours in health services programs shall be calculated at the rate of one hour = 0.5 teaching hour.

Prison classes taught beyond a standard load for an instructor whose primary assignment is not at the prison shall be overload classes calculated under the standard formula for the classes taught.

In applied music classes, one lecture hour per week equals two-thirds teaching credit hours per week. Co-op classes are equated at one teaching credit hour per five co-op students. The number of teaching contact hours for co-op classes is computed by multiplying the number of co-op students by the number of co-op teaching credit hours.

Division chairpersons and coordinators shall be compensated for the administrative duties assigned with the position and subject to a teaching/work load as detailed in administrative regulations.

Two lab instructors shall be equivalent to one full-time faculty member, and three part-time teachers shall be equivalent to one full-time faculty member.

The established faculty work load shall be reviewed at least annually by the instructional deans.

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WORKWEEK
FACULTY

A faculty member's workweek shall normally be 40 hours per week. Those hours shall normally be Monday through Friday. A minimum of 15 of the hours shall be in the classroom, and a minimum of ten of the hours shall be in the office for student advisement, student conferences, and office-related activities. The remaining hours shall be designated as on-campus hours and are for committee meetings, college trainings, class preparation, grading, and related matters. Two hours of on-campus time may be used, with the approval of the faculty member's instructional dean, for professional development activities external to the college campus. The administration may designate a time for two of the on-campus hours to be set aside for campus-wide training. Faculty schedules shall be posted immediately outside the faculty member's office, posted on the College District's website, and filed with the vice president of instructional services.

CLASSIFIED
EMPLOYEES

The workweek for classified employees shall normally be 40 hours within any seven-day period.