

## ARTICLE 8: WORKLOAD

### **8.1 Work Week: Full-Time Unit Member**

The workweek shall be Monday through Saturday (as defined in 6.4.13) The work week for a permanent/probationary full-time unit member shall be considered to be thirty-seven and one-half (37.5) hours, of which those hours to be specifically assigned are stated below. The unassigned hours shall include course preparation and professional service duties to be performed by the permanent/probationary full-time unit member.

**8.1.2** A permanent/probationary unit member is expected to perform professional service duties as part of their 37.5 hour work week. These duties include, but are not limited to, curriculum development, course revision, updating of curricular materials, accreditation requirements, attending applicable meetings both on and off campus (committees, outreach to the community).

### **8.2 Teaching Load**

**8.2.1 Definition.** The load of a permanent/probationary full-time instructional unit member shall be 14-16 teaching units per week for two (2) semesters of 16 weeks duration, not to exceed one hundred seventy-five (175) days. A unit member may volunteer (without additional compensation) to provide instructional supervision to students on an individualized basis for the purpose of completing Independent Study 249 ABC offerings.

~~**8.2.1.1 249 Offerings.** It shall be the responsibility of the instructor to notify the supervising Vice-President or Dean of the use of 249 students for the purposes defined in Article 8.3.9 (f). Compensation and the appeal process shall be in accordance with the provisions of Sections 8.3.9 (f) and (h).~~ **In the event the District goes back to ADA based funding, the above provision will be applicable.**

**8.2.2 Annual Load Determination.** Annual load will be determined at first census in the Spring semester. For each full-time permanent/probationary instructional unit member the number of teaching units per year will be 30 units, plus or minus one-half (.50) teaching unit. The base is 30 units and the plus or minus .5 will operate as if it were rounded. Up to 30.5 units, no overload will be paid. Beyond 30.5, an overload will be paid above the base of 30. Down to 29.5 units, no salary will be lost. Below 29.5, annual salary will be reduced by the percentage below the base of 30 units.

**8.2.2.1 Roll Over” of Units.** If a unit member is between 15 and 16 units in the fall semester and will carry 14 units in the Spring semester, the unit member may carry over (roll over) up to 1 unit from the Fall semester for the purpose of meeting the full load unit requirements for the contract year. Other load configurations that would result in an overload in the fall but not meet the annual overload requirement (above 30.5), may rollover up to 1 unit from the fall semester to avoid having to return any overpayment in the spring.

**8.2.2.2 Reassigned Time/Reduced Load.** Any reassigned time or reduced load, when added to the teaching assignment, must equal 30 units plus or minus one-half (.50) unit per academic year.

**8.2.2.3 Sabbatical Leave.** In computation of overload, a unit member on sabbatical shall be considered teaching 15 units in the semester(s) of the leave. If on sabbatical for only half of the academic year, the other semester should comply with a 29.5 unit annual minimum (14.5 units or more per semester).

**8.2.2.4 Hour/Class Time Requirement.** In no instance shall more seventy-five minutes of class time be required for one credit-teaching unit in laboratory classes, nor shall more than fifty (50) minutes be required per one credit-teaching unit in lecture classes.

#### **8.2.2.5 Semester, Overload and Intersession Assignments.**

One lecture unit shall equal a minimum 16, fifty-minute hours or eight hundred (800) total minutes (for example, three lecture units would require a minimum of forty-eight hours or twenty four hundred minutes of instruction).