

Article 32: Workload

32.01 SCOPE OF ASSIGNMENT

- A. **Job Descriptions:** See Article 17: Job Descriptions.
- B. **Work Week:** The work week consists of forty (40) hours. Five (5) hours are assigned for personally directed College Service (such as serving on committees) and Professional Service and Development. Thirty-five (35) of the forty (40) hours are either:
1. **Instructional:** Assigned to instructional related activities, including teaching of classes/labs, preparation and assessment associated with those classes/labs, and the holding of office hours, or,
 2. **Allied:** Scheduled for allied activities.

32.02 ASSIGNMENT LOADS

- A. **Load Factors:** Full-time equivalent loads are described below. Each type of faculty assignment has a specific load co-efficient (% FTE) for each hour of such assignment scheduled, for the purposes of determining a full time equivalent load of 100% FTE per semester. The coefficients are:

Assignment Type	Full-time Equivalent	1 hr/week = % FTE	1 hr/semester = % FTE
Credit Lecture	15.0 hours/week	6.6667%	.3810%
Credit Laboratory	22.5 hours/week	4.4444%	.2540%
ADN Requirements (w/Lab)	NA	0.5556%	.0318%
Career Dev. College Prep.	21.5 hours/week	4.6512%	.2658%
Physical Education Activity	22.0 hours/week	4.5455%	.2597%
Non-Credit	24.0 hours/week	4.1667%	.2381%
Allied	35.0 hours/week	2.8571%	.1632%
District Activity	40.0 hours/week	2.5000%	.1412%
Large Lecture	See below	13.333%	.7619%

B. **Calculation of Load**

1. Load shall be calculated for each semester according to the factors listed above. See also 12.05 for procedures for calculation of loads for contract education assignments.
2. Over a two-year period, excluding Summer sessions and inter-sessions, the accumulated load of probationary and regular faculty, excluding overloads, will average 100% FTE per semester. The acceptable load range for any semester is from 73.33% – 126.67% FTE. This range may be exceeded in the interests of the instructional program with the approval of the affected faculty member, the Department Chair and the supervising administrator.

- C. **Student Consultation – Regular Faculty:** Starting Fall 2002, each Regular Instructional Faculty member shall maintain a minimum amount of time allocated to Student Consultation. The amount shall be determined from the information below.
1. For each hour of scheduled Lecture instruction, 20 (twenty) minutes of Student Consultation time is paid for and shall be scheduled.
 2. For each hour of scheduled Laboratory instruction, 8 (eight) minutes of Student Consultation time is paid for and shall be scheduled.
 3. For each hour of scheduled Non-Credit instruction, 8 (eight) minutes of Student Consultation time is paid for and shall be scheduled.
 4. Student Consultation times shall be scheduled, to the extent possible, at times convenient to students enrolled in the classes for which the Student Consultation time is allocated.
 5. All faculty members who have been assigned an office shall use that office for face-to-face meetings with students for the required amount of time for Student Consultations.
 6. Each faculty member shall publish for all his/her students (in a class syllabus) the times and place allocated for Student Consultation. In addition, this information shall be publicly posted in a location accessible to students and staff.
- D. **Student Consultation – Faculty Performing Hourly Assignments:** The expectation for Student Consultation time for faculty performing hourly assignments shall be as stated in the description of the pay factor of the relevant Hourly Assignment Salary Schedule. Note: expectations will vary depending on whether the Normal schedules or “Enhanced” schedules are in effect. See Paragraphs 26.06 and 26.07.
- E. **Alternative Student Consultation Activities**
1. AFA and the District agreed to implement a plan to increase the alternatives available to faculty to meet the needs of students outside of scheduled periods of instruction. The required amount of time outlined in paragraph 32.02.C or D will be scheduled for these alternative activities.
 2. Faculty who do not have an office, or for whom the nature of their assignment suggests an alternative arrangement might be better for the students, may propose an alternative to meet the required consultation time using the following guidelines:
 - a. It is a goal to maintain 50% of the required Student Consultation time in face-to-face meetings at a designated location.
 - b. Potential alternatives include but are not limited to electronic and phone consultation.
 - c. All alternative Student Consultation plans must be submitted to the Department Chair and Supervising Administrator for approval prior to implementation and a copy must be filed with the Department Chair and the Supervising Administrator.

- d. When alternatives to face-to-face meetings are approved, specific times (comparable to what would be allocated for face-to-face meetings) shall be identified when alternative modes of Student Consultation (for example, phone calls and electronic messages) will be acknowledged and responded to.
 - e. Each faculty member shall publish for all his/her students (in a class syllabus) how to access these alternative activities and the times and places allocated for response to them. In addition, this information shall be publicly posted in a location accessible to students and staff.
- F. **Overload:** Overload for regular faculty and all Summer sessions and inter-sessions assignments shall be considered as hourly assignments. See Article 16.

32.03 CLASS SIZE

- A. **Class Size: Minimum:** The minimum class size at Santa Rosa Junior College is twenty (20) students. Decisions regarding offering classes of less than twenty (20) students shall be made in consultation between the Department Chair and the supervising administrator. The Department Chair has the right to appeal such a decision to the next highest level. Classes of lesser size may be offered depending upon the following factors:
1. Location
 2. Number of sections
 3. New course
 4. Historic enrollment
 5. Source of funding
 6. Unique teaching methodology
 7. Teacher contract load
 8. Sequential course, and
 9. Advanced course
- B. **Class Size: Maximum:** Past practice with regard to the maximum class size shall not be changed without good faith consultation with AFA and the affected department. Established class sizes are not to be exceeded during development of the schedule without permission of the faculty member.

32.04 LARGE-SIZED AND MEDIUM-SIZED LECTURE CLASSES

- A. **Definitions**
1. Large-sized lecture classes
 - a. A lecture class offered in any room with a capacity of 100 or more. In order to qualify as a Large-Sized Lecture Class a minimum enrollment of 100 students is required by the end of open enrollment for any term.

- b. The faculty load factor for a Large-Sized Lecture Class is two (2) times the normal load, with a requirement for scheduling and holding an additional 20 minutes of office hours for each scheduled hour of instruction per week, a total of 2.0 hours per week for a three-unit lecture class. In addition funding for reader time is allocated at the rate of 2 hours per student per semester for each student over the 100 minimum.
 - c. If the minimum enrollment does not reach 100, the class may qualify as a Medium-Sized Lecture Class if all the provisions pertaining to that category are met. See below. Otherwise normal loading will apply.
2. Medium-sized lecture classes
- a. A lecture class offered in any room with a capacity of 70 or more. In order to qualify as a Medium-Sized Lecture Class a minimum enrollment of 70 students is required by the end of open enrollment for any term.
 - b. The faculty load factor for a Medium-Sized Lecture Class is one and 1/2 (1.5) times the normal load, with a requirement for scheduling and holding an additional 10 minutes of office hours for each scheduled hour of instruction per week, a total of 1.5 hour per week for a three-unit course.
 - c. If the minimum enrollment does not reach 70, normal loading will apply.

B. Pilot Program for 2006-07

1. Eligible Courses
- a. Only courses usually considered lecture courses and normally scheduled with class sizes of 45 or more are eligible for Large-Sized and Medium-Sized Lecture Class designation.
 - b. Courses will be offered with an enrollment limit equal to the capacity of the classroom, unless otherwise mutually agreed between the faculty member and the VPAA. Actual enrollment will determine faculty load factors.
2. Application procedure
- a. A faculty member, department chair, or supervising administrator may identify a course and faculty member for this program to the VPAA in writing, with proposed room assignment and time of day.
 - b. A statement of feasibility that addresses pedagogical concerns, classroom management, and technological needs must be submitted.
3. Approval procedure
- a. The VPAA reviews and approves or modifies the proposal and identifies the faculty member to teach the class.
 - b. Approved classes shall be scheduled during the times most attractive to students and in appropriate locations throughout the district.
 - c. In selecting classes and faculty for this program, the VPAA will consider the following factors:
 - 1.) Whether the curriculum is current
 - 2.) Whether the course addresses strong student demand
 - 3.) Whether the instructor's evaluations are current and satisfactory

- 4.) Whether the instructor's proposed syllabus is consistent with the curriculum, with appropriate academic standards
- 5.) The quality of the instructor's stated student outcomes
- 6.) The instructor's ability to attract and retain students

32.05 DISTANCE EDUCATION: Until AFA and the District agree upon new workload provisions for Distance Education courses, existing practices shall continue. AFA and the District agree to use the Workload Committee provision of 32.08 to propose workload guidelines and contract language to address preparation, instruction and assessment requirements of Telecourses, Internet Courses, Interactive TV courses and other forms of Distance Education as they develop.

32.06 OTHER FACULTY ASSIGNMENTS: Other faculty assignments not covered by the Contract may be permitted according to past practice of the District.

32.07 RE-ASSIGNED TIME

- A. **AFA Re-Assigned Time:** For AFA re-assigned time, see Article 3: Association Rights.
- B. **Department Chair Re-Assigned Time:** For Department Chair re-assigned time, see Article 13: Department Chairs.

32.08 WORKLOAD COMMITTEE

- A. **Membership:** The District and AFA shall form an on-going Workload Committee membership to be determined by mutual agreement between AFA and the District.
- B. **Purpose:** The committee will investigate issues related to workload and clarify existing contract language.
- C. **Recommendations:** The committee will recommend to the District and AFA Negotiations Teams for consideration in future contracts additions, deletions, and modifications to the Workload Article.

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