**Course Load Procedures – UF4CD.org**

**(Article 7)**

**Article 7 – Faculty Load/Class Size**

7.1       Faculty Load is credited in hours per week (or WSCH for independent study and work experience), which are assigned in instructional load assignments and/or non-instructional load assignments.

7.2       **INSTRUCTIONAL FACULTY:**  The following types of instruc­tional assign­ments are agreed to constitute a full instructional load for a semester when conducted for the hours (or WSCH for indepen­dent study and work experience) specified (decimals are rounded):

7.2.1         Lecture Course Assignment.  One wherein the instructor devotes his/her time in class to a presentation of subject matter and/or discussion, and/or problem solving.  Time outside of class is devoted to prepara­tion and to criticiz­ing and evaluating assignments and examinations.  An assignment of fifteen (15) in-class hours shall be considered a full instructional load.  One hour of lecture course assignment equates to .067 load.

7.2.2         English Composition Type Course Assign­ment.  A lecture course wherein an instructor is required to devote an extraordinary amount of time outside of class to criticizing and evaluating written assignments and examinations.  An assignment of twelve (12) in-class hours shall be considered a full instructional load, provided that at least nine (9) hours are assigned to English Composition type courses.  One hour English composition type assignment equates to .083 load.

7.2.3         Laboratory Type Course Assignment.  One wherein the instructor devotes the major portion of the course time to the supervision of students who are working on laboratory experiments and exercises.  Time outside of class is devoted to preparation and to criticizing and evaluating assignments and examinations.  An assignment of twenty (20) in-class hours shall be considered a full instruc­tional load.  One hour of laboratory type course assignment equates to .050 load.  Laboratory loads may be modified by the department with the approval of the college president to provide cost/reve­nue neutral load reduction.

7.2.4         Physical Education Course Assignment.  One wherein the instructor devotes a considerable portion of the course to lecturing and demonstrating skills and techniques and the balance of the time to the supervision of student perfor­mance and the administra­tion of a variety of tests.  An assignment of twenty-two (22) in-class hours shall be considered a full instructional load.  One hour physical education type assignment equates to .045 load.

7.2.5         Tutorial Course Type of Assignment.  An assignment of twenty (20) in-class hours shall be considered as a full instruc­tional load.  The five (5) required office hours do not need to be scheduled in the tutorial facility.  One hour of tutorial course type assignment equates to .050 load.

7.2.6             Work Experience Type Assignment.  One wherein the instructor works with students and their employers to develop learning objectives, monitors progress, consults with students and employers, and evaluates the learning experience.  An assignment which develops a minimum of six hundred seventy-five (675) weekly student contact hours is considered a full instruc­tional load. A full-time member participating in co-op ed whose semester load is below 1.0 shall be allowed to elect either load credit or monetary compensation for co-op ed.

7.2.7         Independent Study Type Assignment.  One wherein the faculty member conducts instruction in accordance with Administrative Code provisions, Chapter 4, Article 4 of Title V, Section 55300, et seq.  An assignment which develops a minimum of six hundred seventy-five (675) weekly student contact hours is considered a full instructional load.

7.3       **NON-INSTRUCTIONAL FACULTY:** The following types of non-instruc­tional assignments are agreed to con­stitute a full load when conduct­ed for the amounts specified:

7.3.1         Counseling. The counseling assignment shall consist of scheduled counseling appoint­ments and other assigned student personnel services e.g., group counsel­ing sessions, high school counselor liaison, and depart­men­tal/divisional articulation.  An assignment of twenty-seven and one-half (27-1/2) hours per week exclusive of counseling appointment preparation, evaluations, reports, and the like, shall be considered a full counselor load.

Articulation meetings, not to exceed 2 hours per month unless agreed upon by the Dean, Department Chair/Steering Committee and Articulation Officer, may be included as part of the 27.5 hour per week load for counselors.  These meetings shall focus on articulation issues only where discussion, clarification or involvement is needed in the following areas:

* IGETC / UC
* CSU / GE
* ASSIST
* TAAs
* LDTP
* AA/AS degree changes or new degrees
* Curriculum committee changes that impact transfer or graduation
* 2+2 (High School)
* Other related articulation issues

The meeting schedule and agenda shall be mutually agreed upon by the Counseling Department Chair/Steering Committee and the Articulation Officer, and approved by the Division Dean.  Both the Articulation Officer and counseling faculty members may submit articulation items to be included on the agenda to the Department Chair/Steering Committee.  Articulation meetings shall be chaired by the Counseling Department Chair/Steering Committee.

7.3.2         Librarians/Learning Resources Assign­ment.  One wherein the librarian performs duties consistent with the provisions of library/learning resources services and the operation of facilities where library/learning resources services are offered.  An assignment of forty (40) hours per week, thirty-five (35) of which are normally assigned in the library/learning resources facili­ties, five (5) in unscheduled associated and/or professional duties, shall be considered as a full librarian/learning resources assigned load.

7.3.3         School Nurse Assignment.  One wherein the school nurse performs duties consistent with the provision of student health services and the operation of facili­ties where student health services are offered.  An assign­ment of forty (40) hours per week, thirty-five (35) of which are normally assigned in the health office, five (5) in unscheduled associated and/or professional duties, shall be considered as a full school nurse assigned load.

7.3.4         Tutoring Coordinator Assignment.  One wherein the tutoring coordinator performs duties consistent with the provisions of tutoring services and the operation of the facilities where tutoring services are offered.  An assignment of thirty-five (35) hours per week, thirty (30) hours per week which are normally assigned in the tutoring center, five (5) hours per week in unscheduled associated and/or professional duties, shall be considered as a full tutoring coordinator assigned load.

7.3.5             Learning Specialist.  This assignment shall consist of instructional and/or non-instructional duties.  Instructional duties shall be determined by the scheduling process of the college and department where the member is assigned.  A full non-instructional load for a learning specialist shall be 40 hours with one-eighth (1/8) of the non-instructional hours un­scheduled associated and/or professional duties.

7.3.6         Mixed Loads For Non-Instructional Positions.  Mixed loads with teaching and non-teaching assignments may be taught and the non-teaching load proportionately reduced.

7.3.7         New Non-Instructional Position.  Full load for any new faculty non-instructional position created during the life of this Agreement shall be forty (40) hours, with thirty-five (35) hours scheduled duties and five (5) hours unscheduled associated and/or professional duties.

7.4       **BALANCING:**  Full load hours for combined assignments other than those specified above shall be determined by the follow­ing formula:

Hours of assignment, Type 1  +  Hours of assignment, Type 2  +  Hours of assignment, Type 3  = 1

Full load for assignment         Full load for assignment            Full load for assignment

Type 1                                   Type 2                                  Type 3

Underload shall be balanced within the following three (3) regular semesters if possible.  The faculty member may, at the member’s option, use load from summer sessions to balance an underload. To balance the underload, a unit member may be assigned to no more than two colleges, unless the unit member agrees to other arrangements.  The maximum required assignment shall be 1.25 FTE per semester until the underload is eliminated.

7.5       **MAXIMUM CLASS SIZE:**

7.5.1         Maximum class size shall be as specified in Appendix E, attached hereto. Class size maximums (Appendix E) shall be adjusted by mutual agreement between each college president and UF vice-president and shall be revenue neutral at each college.

7.5.2         Maximum class size for any new course shall be determined by management after consultation with the appropriate department prior to submission of the proposed course to the college’s Instructional/Curriculum Committee. Management shall make the decision on the maximum class size within thirty (30) calendar days following the consultation with the department.

7.5.3         One-semester adjustments in maximum class size may be made only during registration with the consent of the unit member involved or the department chairper­son/des­ignee. In the event that neither the unit member involved nor the department chairperson/designee is available during the registration period, management shall make the adjustment and notify the United Faculty within 24 hours.

7.5.4         If class enrollment is within five (5) students of the class maximum after the first class meeting, only the instructor may add students to the class. The instructor must accept additional students up to the posted class maximum. This section shall not prohibit faculty from accepting students above the class maximum at their discretion

7.6       **LARGE CLASS SIZE/MULTIPLE LOAD CREDIT:**  Conduct­ing some large lecture classes may result in additional preparation time and/or time spent with individual students.  Faculty with such assignments shall be granted double-load credit for such lecture classes provided the following criteria are met:  Any such lecture class shall be agreed to in advance by management and the teacher; the class shall be twice (two times) the single section maximum as evidenced in Appendix E; double load credit shall be applied provided there are a minimum of seventy-five percent (75%) of the maximum number of students at the close of late registration(e.g. single section 45, double section equals 90, 90 x 75% equals 67.5 students at the close of late registrationrequired.)  It is further agreed .5 students or lower will be dropped to the next lowest whole number.  No teacher’s load shall include more than one (1) multiple load credit per semester exceptwith management approval*.*

7.7       **FACULTY RESPONSIBILITIES:**

7.7.1         Curriculum Development.  This includes the analysis and coordination of textual materials; constant review of current literature in the field, some of which are selected for the college library collection, the preparation of selec­tive, descriptive materials such as outlines and syllabi; conferring with other faculty and administration on curricular problems; and, the attendance and participation in inter and intra-college conferences and advisory committees.

7.7.2             Hiring of Faculty

7.7.3             Evaluation of Faculty

7.7.4             Committee Work

7.7.5         Categorical.  Notwithstanding any other term, clause or provision of this Agreement, assignments and employment conditions of faculty employees within categori­cally-funded programs shall be solely deter­mined by the provisions of the granting/funding agency contracts, except, such categori­cally-funded faculty employ­ees shall be assigned to the existing division struc­ture applicable.

7.7.6         Faculty Load.  The faculty load for each indi­vidual unit member comprises the total hours per week of his/her assigned load.  Where activities or events in such areas as dance, forensics, music, athletics, and the like, by nature of the assignment, extend to periods before or after the academic year, beyond District contractual work load require­ments, during normal instructional holiday periods, or other, and these events or activities are voluntarily scheduled by the individual unit member — such activities or events shall then be regarded as a part of the total assign­ment and shall not be considered for extra-pay or compensation.

1.       Where a unit member’s assignment is associated with the conduct of games, events or practices scheduled for evenings, Saturdays, Sundays, in­structional holiday periods during the school year, or, on non-teaching days during the calendar year in conform­ance with inter-collegiate, confer­ence or associa­tion actions, they shall not be considered for extra pay or compensation.  Any game, event or practices scheduled as an outcome of successful individual or team performance such as playoffs, finals, tournaments, championships, and the like, shall not be considered for extra pay or compensa­tion.

2.       Where any such events or activities are required to be undertaken by the District, or, are sched­uled solely by management as extra duties, such events or activities shall be with applicable compensa­tion.  Such compensa­tion may include, but is not limited to, a percentage of base salary or compensatory time.

3.       Where, within “7.7.6,” above, the unit member has an option of voluntarily  scheduling or not sched­uling such events or activi­ties, and does not so elect to schedule, no negative evalua­tions shall occur as a direct result.

7.8       **OFFICE HOURS**:

7.8.1         Instructional Type Assignments. For Regular and Contract I, II, and III faculty, all instructional type assignments require, over and above stated load require­ments, five (5) office hours per week, scheduled no more than one and one-half (1 ½) per day. Faculty teaching on-line courses may, at their option, hold office hours on-line in the same ratio as their on-line courses are to their total semester load.

7.8.2         Instructional/Non-Instructional Type Assignments.  When a faculty member’s load is split between instructional and non-instructional duties*,* office hours are required proportional to the instruc­tional assignment.

7.8.3         Non-Instructional Type Assignments.  Members are not required to conduct office hours over and above stated load.

7.8.4         Part-Time (Temporary).  Whether instructional or non-instructional, day or extended day, part-time (temporary) members have no office hour require­ments. Part-time faculty, at the member’s option, may elect to serve the following office hours per week based on the following loads: .2 to .399 load: one-half hour; .4 to .599 load: one hour; .6 load: one and one-half hours. Compensation shall be according to Appendix B-4 “Other Academic Services Salary Schedule.”  The District may use PFE funds for this purpose. The United Faculty believes payment of part-time office hours is an appropriate use of Partnership for Excellence Funds.

7.8.5         Other Scheduling.

7.8.5.1        Office hours are to be scheduled in the same manner that load is scheduled, with the under­standing that office hours are designed to benefit and assist students and that arbitrary rearrange­ment of hours to accomplish other objectives is not desirable.

7.8.5.2        Variations.  The President or designee may autho­rize a variation of office hour require­ments provided such variation is approved and sub­mitted by the Department, Division Chair and Dean in which the assignment is involved.

7.8.5.3        Beginning in the fall 2011 semester, any faculty may designate up to 1 hour of regular office hours as an “on-line office hour.”  The on-line office hour must be a regularly scheduled hour, posted along with on-campus office hours, during which the faculty member is available on-line (via skype, WebCT/blackboard, email, or other electronic means) to consult with and respond to students.  Each faculty member will turn in a schedule of office hours to be posted electronically prior to the beginning of each class.  Part-time faculty members must have and use a District email address to designate an office hour (or half hour) as on-line.

UF and the District reaffirm that office hours are important to student success and are part of full-time faculty obligation.  The “on-line office hour” will be treated as a pilot program, and this provision will sunset on June 30, 2014 and automatically reopen for 2014-15.

7.9       **INDIVIDUALIZED FACULTY PROGRAMS:**  Individual deviations from normal load, normal calendar or other deviations shall be implemented only with the written consent of the unit member and an authorized representative of the United Faculty unless some other specific procedure is provided within a section of this contract (e.g., 7.8.5.2 above).

7.10     **RESPONSIBILITIES:**  It is agreed that all faculty have within their professional responsibilities, for which no direct load credit is ordinarily assigned, such matters as preparation for classes or conferences, evaluating student work, attending management-called meetings, preparing and submitting required reports, participating in staff development activities, in advising students, and in curriculum development and review.

The faculty recognizes the importance of recruiting students, maintaining community-oriented services, and co-curricular activities.

7.11     **LOAD BANKING:**   Full-time unit members may, at the member’s option, reduce teaching load by up to 1.0 at full salary by utilizing accumulated or banked overload teaching under the following conditions:

7.11.1              Both “A” contract overload and “A/C” contract hours during fall semester, spring semester, and summer session may be banked at a maximum of .4 load per semester with notification of intent to bank given at the time the class schedule is submitted.  “A/C” overload shall be banked at the “A” load value of the class(es).

7.11.2.             Load may be reduced 1.0 and less than 1.0 at anytime, provided: banked load may only be used when the department determines that suitable replacements are available, except that a member may choose to reduce his/her overload the semester(s) prior to his/her retirement solely at that member’s option.  Initial recommendation for leave shall be submitted by the department with the schedule.  No faculty member may reduce load by a full semester (1.0 banked load) more than twice in any three-year period, including semesters prior to retirement.

7.11.2.1     Faculty with more than 2.0 semesters of banked load as of the end of

the 2010-11 academic year are not restricted by the limit on using no more than two full semesters of banked load prior to retirement.  A list of faculty meeting this criterion shall be kept by the District and United Faculty.

7.11.2.2     Faculty described in 7.11.2.1 above and who are using more than 2.0

semesters of banked load shall submit a letter of intent before their first semester of using banked load stating their semester of retirement.  Faculty who submit a letter of intent to retire under this provision and subsequently do not retire shall use all remaining banked load before being actively assigned and shall forfeit all rights to bank additional load in the future without management approval.

7.11.3              Current semester teaching load must be at least 1.0 prior to banking credit being given.  If current load is less than 1.0, a portion of the “A/C” load will be credited to the “A” load to bring it to 1.0 prior to banking.  The difference will be banked.

7.11.4              Any existing accumulated underload must be brought to zero prior to banking.

7.11.5              Any existing accumulated overload may be used and added to.

7.11.6              Banked hours will be paid in cash at the member’s ‘A/C’ rate only at the time of retirement or other termination of employment.

7.11.7              Use of banked leave is to be considered a ‘paid leave’ and not a break in service for salary, benefits, sabbatical or retirement plan purposes.

7.11.8              Faculty who are on a reduced load due to banked load will be required to hold office hours in proportion to their actual assignment.

7.11.9              In certain situations, a single class may exceed the .4 limit for load banking.  In those cases, if the class consists of both lecture and a lab section, a faculty member shall be allowed to split the lecture from the lab(s) and bank whichever portion he/she chooses providing that portion does not exceed the .4 maximum limit.  The faculty member shall receive compensation for the remaining portion of the class.

7.11.10                  Load banking credit may be used to augment the seventy percent (70%) salary paid during a full year sabbatical leave at the rate of .1 banked load per 10% salary augmentation per semester.  The district shall pay STRS credit equal to the percentage salary the faculty member is receiving.  Article 12.5.11 shall apply.  Additionally, it is agreed that the use of load banking credit for this purpose shall not come from the sabbatical leave fund.

7.11.11Effective for the 2011-12 academic year, the maximum amount of accumulated

banked load allowed will be 4.0 semesters.  A faculty member whose banked load meets or exceeds 4.0 semesters will not be allowed to accumulate any additional banked load until the banked load falls below 4.0 semesters.  Effective for the 2012-13 academic year, the maximum amount of accumulated banked load allowed will be 3.0 semesters.  Overload assignments for those who exceed the maximum allowable cumulative banked load must be paid at the ‘A/C’ rate.

7.12        **OVERLOAD A/C:**  Faculty may designate overload as A/C if:

1. He/she teaches a class that ends after 4pm, or
2. He/she teaches a class that starts before 9 am, or
3. He/she teaches a class that meets on Saturday or Sunday, or
4. He/she teaches more than 4 days a week

7.12.1              Faculty who submit to their Department Chair a “Professional Activities Report” as found in Appendix P prior to a given semester may designate any overload assignment as A/C (regardless of time of day) during that semester.