

Article 11

Workload

In addition to the workload described pursuant to Article 11, all contract, temporary contract, and regular faculty members are expected to participate in professional responsibilities outside the classroom, such as attending division and department meetings, participating in program planning, participating on search and selection committees, serving on evaluation teams, and participating in college governance as needed. These requirements may be scheduled on any day considered to be part of the academic calendar (academic calendar defined in 1.4.7).

11.1 GENERAL PROVISIONS - CLASSROOM INSTRUCTORS

11.1.1 Class Size

The District will continue to follow past practice regarding maximum class size. When there is an inquiry regarding maximum class size, the District recognizes CCFT's right to have access to enrollment cap numbers for maximum class size for the previous three academic years. The District reserves the right to cancel any class that does not meet the minimum requirements.

11.1.2 Teaching Load - Contract or Regular

11.1.2.1 A standard full-time teaching load shall be thirty (30) teaching units per academic year as defined in Article 1.4.6. A unit member's load may range from twenty-nine (29) teaching units to thirty (30) teaching units per academic year and still be considered a full load. Overload and load reductions are based on 30 units per academic year.

11.1.2.1.1 Contract faculty may be assigned up to 6 teaching units of overload per semester.

11.1.2.1.2 Contract faculty may be assigned to work a maximum of fourteen and a half teaching units per academic year beyond the full time load required in Article 11 when:

11.1.2.1.2.1 Excess overload is generated by a large class size factor, or

11.1.2.1.2.2 Special circumstances are mutually agreed upon by the unit member and the Dean.

11.1.2.2 The standard full teaching load shall consist of two (2) semesters of thirteen (13) to seventeen (17) teaching units each.

11.1.2.3 No unit member shall teach less than thirteen (13) or more than seventeen (17) teaching units per semester except by mutual consent, or unless fewer than thirteen (13) teaching units are required to complete thirty (30) teaching units per year.

11.1.2.4 A unit member may meet part of her/his load by teaching during summer sessions or at any other time of the year whenever the CCFT and the District agree that such teaching is required by the needs of the particular department.

11.1.3 Office Hours

11.1.3.1 Definition

An office hour is defined as a fifty (50) minute period of time outside of a regularly scheduled teaching assignment when a unit member is required to be available for student consultation and present in her/his office or in an instructional area; i.e., classroom or laboratory related to her/his teaching assignment.

11.1.3.2 Unit members shall schedule office hours with the concurrence of the Dean or appropriate supervisor.

11.1.3.3 Number of Hours

11.1.3.3.1 Except as noted below, a full-time contract/regular unit member shall schedule and hold five (5) office hours per week. These office hours shall total 250 minutes, at least one session each day during which a teaching assignment is scheduled for that employee. Each scheduled session must be held for a minimum of 25 minutes. Exceptions to the 25-minute minimum requirement can be requested for programmatic reasons and may be granted with the approval of the appropriate administrator. Office hours may not be scheduled during class breaks or during passing times as published in the schedule of classes. In the case where a contract/regular unit member is scheduled to teach less than five (5) days per week, the five required office hours per week shall be held over a minimum of four (4) days per week. In the case where a unit member teaches an evening class as part of his/her load on the same day as he/she teaches a day class, office hours shall be scheduled that are contiguous to both the day and evening offerings. Therefore, such a unit member may hold two office hours on one day, one near the daytime class(es) and the other near the evening class(es). Evening is defined as a class that starts at or after 5 p.m. A unit member who teaches an off-campus class as part of a regular load will hold an office hour contiguous to the off-campus offering. Pursuant to this article, faculty may not be required to hold an office hour five (5) days per week. However, contract/regular faculty must attend division, department and shared governance meetings which can be scheduled Monday through Friday.

11.1.3.3.2 Contract/regular and adjunct unit members who teach less than full-time shall schedule and hold the same ratio of office hours as their teaching assignment bears to a full time assignment. Faculty with non-teaching assignments are not required to hold office hours for those assignments.

11.1.3.3.3 Regular and contract unit members who receive an overload teaching assignment shall hold prorated office hours for that assignment in addition to the those required pursuant to Article 11.1.3.3.1.

11.1.3.4 Posting

All contract/regular and adjunct classroom instructors shall post their schedule of office hours electronically and on, or adjacent to, their office doors or in the division office. If unit members are not in their offices during office hours, they shall post where they will be in an instructional area. Once the teaching assignment has been determined for the next semester, each unit member's class and office hour schedule shall be

submitted to the appropriate administrator no later than the first day of each term.

11.1.3.5 Rescheduling

With advance approval of the appropriate administrator, unit members may reschedule office hours as necessary. Such changes shall be posted on their office doors with their schedule of office hours, and a copy shall be given to the appropriate administrator.

11.1.4 No unit member shall be required to have fewer than twelve (12) hours from the end of one day's work to the beginning of the next.

11.1.5 Scheduling of classes

11.1.5.1 Each regular and contract unit member shall prepare a proposed schedule of her/his duties and classes for the upcoming semester in accordance with departmental decisions regarding offerings and schedules, and present it to her/his Department Chair by the announced deadline established by the division which will be communicated to faculty with as much lead time as possible. The schedule shall be in accordance with the standard workload provisions.

11.1.5.2 The appropriate administrator shall make the final schedule offerings and assignments after reviewing the proposed schedules.

11.1.5.3 In the event the appropriate administrator determines that a regular or contract unit member's proposed schedule must be modified, the appropriate administrator shall meet with the unit member and explain the modification. A new schedule for the unit member shall be worked out by the appropriate administrator.

11.2 Semester Load Factor

11.2.1 The "Semester Load Factor" establishes the relationship between teaching units and clock hours per week for given activities of unit members.

11.2.2 Semester Load Factor Table

11.2.2.1 Each hour of lecture, recitation or problem solving, or discussion:
1.00 Teaching Unit

11.2.2.2 Each hour of ECE practicum or workshop:
0.33 Teaching Unit

11.2.2.3 Each hour of physical education activity:
0.75 Teaching Unit

11.2.2.4 Each hour of scheduled laboratory instruction (excluding science labs as defined in Article 11.2.2.5) or studio art taught by the instructor:
0.75 Teaching Unit

11.2.2.5 Each hour of scheduled science lab classes as listed:
0.80 Teaching Unit

Anthropology 1L

Astronomy 8A, 9A, 9B, 9C

Biology, 4, 5, 6, 9A, 9B, 11A, 11B, 11C, 13AL, 21

Chemistry 1A, 1B, 2, 2L, 5, 10, 12AL, 12BL, 30A, 30B

Engineering 1A, 15, 45

Environmental Science 10L

Geography 1L

Geology 10, 20

Horticulture 1A, 1B

Meteorology 1L

- Oceanography 10
 Physics 2A, 2B, 4A, 4B, 4C, 10L, 11
 Psychology 2B, 4L
- 11.2.2.6 Each hour of dental hygiene clinic:
 0.80 Teaching Unit
- 11.2.2.7 Nursing Clinics 15, 25, 35, 45
 One hour of nursing clinic per day
 1.00 Teaching Unit.
 All additional hours per hour
 0.80 Teaching Unit
- 11.2.2.8 World Language
 Each hour of World Language online laboratory instruction:
 0.33 Teaching Unit
- 11.2.2.9 Composition Factor
 Each hour of English composition class for ENGL 1A, 1AH, 1AMC, 1AMCH, 1B, 1BH, 1 BMC, 1BMCH, 1C, 2, 2H, 2MC, 2MCH, 12A-F, 14 A-F, 100, 255, ESL 100, 254, 255 and Spanish 5A and 5B requiring 6,000 or more written, corrected, original words in the class during the semester:
 1.00 Teaching Unit.
 In addition, 1 Teaching Unit per class if the class is 3 units or more
- 11.2.2.9.1 The Curriculum Committee shall determine whether courses meet the criteria for the composition factor.
- 11.2.2.10 Each scheduled hour of rehearsal, lecture, or critique of performance in dance, theater arts, and music:
 1.00 Teaching Unit
 (No performance class may equal more than six (6) teaching units, regardless of the number of hours per week spent in rehearsal.)
- 11.2.2.10.1 Each scheduled arranged hour of music performance classes:
 .25 Teaching Unit
- 11.2.2.11 Writing Factor
 Each hour of courses requiring a minimum of 4,000 words of critical analytic written work per semester (essay examinations and/or major papers), assigned, read and evaluated by the unit member. The written work must be the primary mode for evaluating students' performance. Such courses shall be so designated in the *Cabrillo Schedule of Classes* and *Cabrillo College Catalog*:
 1.25 Teaching Unit
 Writing Factor classes:
 Anthropology 2, 6, 7, 8
 ECE 31/131, 32
 History 2A, 2B, 4A, 4AH, 4B, 4BH, 14, 14H, 15, 16C, 17A, 17AH, 17B, 17 BH, 19B, 19C, 20A-Z, 21A, 21AH, 21B, 21BH, 24,29A, 29B, 39A-Z,
 Philosophy 39A-Z, 49
 Political Science 1, 5

- 11.2.2.11.1 The Curriculum Committee shall determine whether courses meet the criteria for the writing factor.
- 11.2.2.11.2 Courses listed in 11.2.2.8 are not eligible for the Writing Factor
- 11.2.2.12 **Portfolio Evaluation and Norming**
Unit members assigned to perform English 100 and 255 portfolio evaluation and norming shall be compensated for each hour of portfolio evaluation and norming at the rate of \$25.00 per hour. The unit member assigned to coordinate English 100 and 255 portfolio evaluation and norming shall be compensated \$250 per semester in addition to the \$25 per hour for portfolio evaluation and norming.
- 11.2.2.13 Each hour of art history lecture based on intensive use of slides:
1.25 Teaching Unit
"Slide-factor" classes are not eligible to receive the large class factor.
- 11.2.2.14 Large Class Factor
Each hour of a lecture class with sixty (60-89) students at census:
1.25 Teaching Unit
Each hour of lecture class with ninety (90-119) students at census:
1.50 Teaching Unit
Each hour of lecture class with 120-149 students at census:
1.75 Teaching Unit
Each hour of lecture class with 150 students at census:
2.0 Teaching Unit
"At census" refers to the actual census data provided to the state. A unit member may agree to waive the class size factors in this section of this article in return for the provision of mutually agreed student assistance adequate to cover the increased burden of such classes.
- 11.2.2.15 Distance Education
 - 11.2.2.15.1 Prior to their initial distance course assignment at Cabrillo, faculty are required to participate in an orientation organized by the distance Education Coordinator.
 - 11.2.2.15.2 A regular or contract faculty member may teach up to sixty percent of their load online. Under special circumstances, and for a limited time period, the load limit may exceed sixty percent with prior approval from the unit Dean and Vice President of Instruction.
 - 11.2.2.15.3 Regular Effective Contact with Students: The definition of regular effective contact includes regular and substantive student interaction with the instructor that is initiated by the instructor, and is included in the grade. Activities may include group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, online correspondence, voice mail, e-mail, or other activities. Regular effective contact is an academic and professional matter pursuant to Title 5, Section 53200.
 - 11.2.2.15.4 Office Hours: Unit members teaching distance education courses may elect to fulfill their office hour requirement

for the distance education course in an alternative distance mode away from the office.

11.2.2.15.5 Interactive Video Course: A course taught synchronously at different sites connected by electronic media through which students and instructor can communicate. The workload for interactive video courses will be the same as for courses taught in a regular classroom.

11.2.2.16 Cross-Disciplinary Team-Taught Courses: A course taught by more than one instructor that combines at least two disciplines in one setting, explores a subject from a variety of views, and involves the work of at least two classroom instructors.

11.2.2.16.1 Each unit member teaching a linked course will receive the proportional amount of faculty load credit that the faculty would receive if this course were not taught as a linked course.

11.2.2.16.2 Each lecture hour of assigned attendance: 1/3 Teaching Unit. Each hour of assigned lab attendance: 1/4 Teaching Unit.

11.2.2.17 Cross-Disciplinary Assignments Requiring Additional Work in Designated Learning Communities

Two or more linked courses in a learning community with overlapping themes and integrated content offered in the same semester with students required to enroll in each of the courses

11.2.2.17.1 As used in this Article, a “learning community” is a cohort of students who simultaneously enroll in two or more courses with overlapping/central themes involving integrated content, coordination of course content and materials in different disciplines with at least two (2) faculty members teaching. Approved learning communities are established by the administration and each approved department may have specific guidelines that faculty are expected to follow. For the purposes of this section only, “disciplines” refer to department designators in the *Cabrillo Catalog & Schedule of Classes*, such as ENGL for English or READ for Reading. Faculty assigned to these linked courses/learning communities work together outside of class time to coordinate course materials, syllabi, assignments and exams. Faculty are required to meet prior to the start of the semester to plan their linked courses and coordinate their course materials, and to meet throughout the semester to discuss course and student progress including but not limited to assessment of grades, course and student progress, individual behavioral challenges, and early intervention strategies.

11.2.2.17.2 Each unit member teaching a linked course in a designated learning community will receive the same faculty load credit as the faculty would receive if this course were not taught as a linked course.

- 11.2.2.18 Unit members approved to develop a cross-disciplinary course will be compensated one unit per approved instructor for one semester for the purpose of developing the approved course.
- 11.2.2.19 Credit by Exam: The faculty member of record for credit by exam will receive \$25 per student.

11.3 Special Load Factors

- 11.3.1 A regular load in physical education shall not consist of more than nine (9) classes.
- 11.3.2 The head coaches of football, men's basketball, and women's basketball, shall each receive nine (9) teaching units for such coaching.
- 11.3.3 Effective Fall 2019, head coaches will receive a stipend of \$1,351 per year. The stipend shall be increased each subsequent year by the percentage increased applied to the contract/regular salary schedule specified in Section 13.1.

11.4 Special Load Considerations

11.4.1 Art Studio

Art studio classes shall each have a maximum enrollment of twenty-eight (28) students per class at registration, unless there are facility restrictions or limitations and/or where the class size would violate regulations affecting the safety of the staff or students. A unit member may, at his/her own discretion, add up to two (2) additional students.

11.4.2 English

English classes shall have a maximum enrollment of thirty-four (34) students at registration. A unit member may, at his/her own discretion, add additional students up to 36 per class. The maximum enrollment in English classes in ENGL 1A, 1AH, 1AMC, 1AMCH, 1B, 1BH, 1BMC, 1BMCH, 1C, 2, 2H, 2MC, 2MCH, 100, 255, ESL 203ES, 203UH, 204MS, 204WC, shall be 29 students; a unit member may, at his/her own discretion, add additional students up to 31 per class.

11.4.3 World Language

World language classes shall have a maximum enrollment of thirty (30) students per class at registration. A unit member may, at his/her own discretion, add additional students.

11.4.4 Special Studies

Upon approval by the appropriate administrator, a unit member may teach special studies, whether for individual students or for small groups, for which she/he assumes normal grading and record keeping responsibilities. Faculty shall complete a "Request for Special Studies" form during the first eight weeks of the fall and spring semesters or during the first week of summer session. The faculty member will designate whether the special studies units are part of a regular class or require extra pay. The instructor shall furnish a copy of the final grade sheet to the appropriate Dean by the published date that grades are due to Admissions and Records.

- 11.4.4.1 If special studies units are part of a regular class assignment, there is no additional compensation.
- 11.4.4.2 If special studies units are not part of a regular class assignment, compensation is based at the rate of one/fifteenth (1/15) of a teaching unit at the adjunct pay rate for each completed special studies student unit. Special studies teaching units may be cumulative summer, fall, and spring of one academic year.

- 11.4.5 Cooperative Work Experience
A unit member teaching cooperative work experience shall be paid at the unit pay rate based on eight students equaling one lecture hour equivalency.
- 11.4.6 Library Courses--Library 10 and Library 15C only
A unit member teaching a workbook-based library course shall be compensated at .8 teaching units for each section assigned.
- 11.4.6.1 For on-ground sections or online sections for which a majority of the content has been previously developed for shared use, of that .80TU, 75% will be allotted to desk time and 25% to grading time.
- 11.4.6.2 For all other online library sections (for which a majority of content has not been previously developed for shared use), of that .80 TU, 50% will be allotted to online work, 25% to desk time, and 25% to grading time.
- 11.4.7 Technology Curriculum Development
- 11.4.7.1 Purpose: This section establishes a committee to compensate curriculum development in those disciplines requiring extensive revision due to ongoing upgrades in technology and software. Compensation will be a stipend.
- 11.4.7.2 Process: Faculty submit a proposal to a committee defined by this section, following the criteria established by that committee. This committee will evaluate proposals and make compensation recommendations to the Vice President, Instruction.
- 11.4.7.3 The Committee: This committee is comprised of two (2) administrators appointed by the Vice President, Instruction and two (2) faculty appointed by the Technology Committee. CCFT will be notified of the committee membership.
- 11.4.7.4 Eligibility: Eligible faculty are those using technical applications as the basis for teaching courses in Computer and Information Systems, Computer Science, Digital Media, Engineering Technology, and Music Technology. Faculty from other disciplines in which software and technical applications are the basis for curriculum may also apply.
- 11.4.7.5 Resources: \$15,000 is available annually for this purpose.
- 11.4.8 Enhanced Non-Credit Instruction
For full-time contract/regular unit members providing enhanced non-credit instruction, at least 50% of their normal load must be in credit classes.

11.5 Academic Specialists

- 11.5.1 Academic Specialists include Counselors, Librarians, Health Services Nurses, Academic Specialist Directors as defined in 11.5.6, and Other Academic Specialists as defined in Article 11.5.5.
- 11.5.1.1 Hours/Teaching Units
Faculty employed as contract/regular Academic Specialists shall work thirty-six (36) hours per week, up to 5 hours of which may be scheduled for professional activities. Adjunct and overload assignments shall be based on teaching units. Each teaching unit (TU) is equal to two and two-fifths (2.4 hours) of work per week per semester. The conversion of teaching units to hours is specified in Appendix D.7. Adjunct and overload Academic Specialist units shall be paid according to the Adjunct Academic Specialist salary schedule.

- 11.5.1.2 Academic Specialists assigned to teach a standard scheduled class, as defined in Article 1, as part of the unit member's contract assignment shall receive one (1) hour of preparation time for each teaching unit of instruction.
- 11.5.1.3 Academic Specialists shall post his/her work schedule adjacent to or on his/her office door.
- 11.5.1.4 Extended-Year Contracts
 Extended-year contracts are limited to the following academic specialists assigned to accrediting agency-mandated year-round instructional programs, or district-mandated year-round student support departments, and required by the district to work additional days during the summer and/or winter sessions.
 The following academic specialists will receive extended-year contracts for the following number of days:
 Contract/regular faculty in Computer Technology Centers:
 195 days
 Solari, Watsonville
 - 11.5.1.4.1 The extended-year contract calendar days must be submitted in writing annually by the academic specialists and authorized by the appropriate administrator.

11.5.2 Counselors

- 11.5.2.1 Description
 Faculty employed as counselors in the Counseling Department, EOPS and DSPS shall work thirty- six (36) hours per week; 31 hours of counseling plus five (5) additional scheduled hours for professional activities.
- 11.5.2.2 A counselor and the appropriate administrator may distribute duty days that are different from the normal 175-day calendar year.
- 11.5.2.3 185-Day Extended-Year Contracts for Counselors in the Counseling Department
 Contract/regular counselors shall work 185-day contracts. Counselors hired prior to July 1, 2013, will have a one-time opportunity to opt out of the 185-day contract by notifying Human Resources in writing prior to August 15, 2013. 185-day contracts will consist of the normal academic year plus ten (10) additional days, to be scheduled as follows:
 - 11.5.2.3.1 Early in the spring semester, the Counseling Director and Department will meet with the Dean to discuss program and scheduling needs for the upcoming year, to include weeks of services offered and number of counselors needed.
 - 11.5.2.3.2 Once the program needs have been determined, each contract/regular unit member will be solicited by the Director or designee to submit their preferred assignment and any specific availability restrictions by the announced deadline. The Director or designee will assign coverage based on program needs and by seniority. Remaining counseling needs will be met by way of voluntary redistribution on the part of contract/regular counselors, overload and adjunct assignments.

- 11.5.2.3.3 The appropriate administrator shall make the final assignments after reviewing the proposed schedules. Seniority and program needs will be primary considerations.
- 11.5.2.3.4 In the event the appropriate administrator determines that the contract/regular unit member's proposed schedule must be modified to meet program needs, the appropriate administrator shall meet with the unit member and explain the needed modification. A new schedule for the unit member will be developed by the appropriate administrator. Any changes to an assignment will be made at least a month prior to the assignment start date.
- 11.5.2.4 Categorically funded counselors may receive 185-day extended year contracts based on department needs, financial resources and with the approval of the appropriate administrator. Scheduling will take place in accordance with 11.5.2.3.
- 11.5.2.5 Each counselor shall post his/her work schedule using the electronic scheduling system.
- 11.5.3 Librarians
Faculty employed as librarians shall work thirty- six (36) hours of library work per week.
- 11.5.4 Health Services Nurses
Faculty employed as nurses shall work thirty-six (36) hours per week.
- 11.5.5 Other Academic Specialists
Other Academic Specialists are faculty employed or reassigned by the District to provide instructional support one-on-one or in open learning labs such as Computing Center, Learning Skills, Reading Center, Stroke and Disability Learning Center, Writing Center, Music/Theater Arts Lab, Nursing Lab, MESA, Integrated Learning Center, Math Learning Center, Physics/Engineering Learning Center, CIS Data Center/Lab, STEM Center, Articulation, and ESL Lab.
- 11.5.6 Academic Specialist Directors
Academic Specialist Directors provide faculty leadership in accordance with the job description provided in Appendix D.1. All Academic Specialist Directors must meet the minimum qualifications for faculty in at least one discipline they direct.
 - 11.5.6.1 Selection: An Academic Specialist Director may be hired at the discretion of the District through the external faculty search and selection process. A contract/regular faculty member may be selected as an Academic Specialist Director through an internal process that includes the appropriate administrator and an election in which all faculty members of the department participate.
 - 11.5.6.2 Term: Subject to a satisfactory performance evaluation, Academic Specialist Directors may serve a term of three years and may serve multiple terms. The appropriate administrator may determine that an election is not needed in cases where the Academic Specialist Director has been hired through an external selection process.
 - 11.5.6.1.1 Except for faculty specifically hired to direct a department, faculty who do not accept an assignment or do not continue as an Academic Specialist Director shall not suffer loss of status as a faculty member solely based on

the decision not to accept or continue the Academic Specialist Director assignment.

11.5.6.2 Workload: a full load for an Academic Specialist Director is 36 hours/week and the director assignment may be a portion of those hours.

11.5.6.4 Extended Year Contracts

Academic Specialist Directors assigned to accrediting agency-mandated year-round instructional programs, or District-mandated year-round student support departments, and required by the District to work additional days during summer and/or winter sessions shall receive extended-year contracts for the following number of days:

Director of Basic Skills/Learning

Communities 195 days

Director of Counseling 195 days

Director of

Accessibility Support Center 195 days

Director of Extended Opportunities

Programs & Services 195 days

Director of Student Health Services 195 days

Director of Teaching Learning Center 195 days

11.5.6.5 Evaluation: Academic Specialist Directors shall be evaluated in accordance with Article 17.4.1.

11.5.7 See Appendix D.4 for a list of Academic Specialist Director positions with additional compensation.

11.6 Instructional Support Faculty (ISF) and Special Projects Faculty

11.6.1 Instructional Support Faculty are employed or assigned by the District to provide non-teaching support of an instructional program or student service through programs such as the Gallery, Theater Sets, Cabrillo Stage, Puente, and RT Clinic. See Appendix D.5 for ISF compensation.

11.6.2 Special projects are not to exceed two years.

11.6.3 Hours/Teaching Units

11.6.3.1 Faculty employed as contract/regular ISFs shall work thirty-six (36) hours per week. Adjunct and overload assignments shall be based on teaching units. Each teaching unit (TU) is equal to two and two-fifths (2.4) hours of work per week per semester. The conversion of teaching units to hours is specified in Appendix D.7.

11.6.3.2 Reassigned Time

11.6.3.2.1 ISFs may be reassigned to said positions at the discretion of the District and are assigned duties in accordance with the needs of the District.

11.6.3.2.2 The number of teaching units is specified in Appendix D.5.

11.6.3.2.2.1 Prior to the tenth week of each semester, the Vice President of Instruction will provide a written notice to the CCFT listing the employees and units reassigned ISF and special project duties in accordance with 11.6.1 and 11.6.2.

- 11.6.3.2.2.2 Grants: Due to the necessity of immediate response time required when writing grants, reassigned time associated with grants is outside the purview of this contract.
- 11.6.3.2.3 Any change in the compensation or working conditions, as specified in Appendix D.5, will be negotiated by a committee of the VPI, one Dean, and two (2) CCFT representatives.
- 11.6.3.2.4 In the event that the District wishes to add or delete an ISF, or change the duties, compensation or working conditions of an ISF, as specified in Appendix D.5, the VPI shall present a description of duties to the committee as specified in Article 11.6.3.2.3.
- 11.6.3.2.5 Reassigned time for contract/regular faculty shall be converted to the appropriate fraction of a full-time equivalent. If possible, the reassigned time plus the regular assignment shall equal a full-time assignment. If this cannot be accommodated, the reassigned time shall be averaged over two (2) consecutive semesters so that the number of hours reassigned and the classroom or non-classroom hours are adjusted to the nearest hour, which completes a full-time assignment for a one-year period.
- 11.6.4 ISFs assigned to teach a standard scheduled class, as defined in Article 1, as part of the unit member's contract assignment shall receive one (1) hour of preparation time for each teaching unit of instruction.
- 11.6.5 ISFs shall post his/her work schedule adjacent to or on his/her office door.
- 11.7 Children's Center Teachers
 - 11.7.1 Faculty employed as Children's Center teachers, paid according to the Children's Center Teachers Salary Schedule, shall work forty (40) hours per week.
- 11.8 Interns/Mentors
 - 11.8.1 Faculty interns shall be employed as adjunct faculty, shall meet the minimum qualifications as specified in Administrative Procedure 7211 Faculty Service Areas, and shall serve under the supervision of a mentor and meet with the mentor as specified in Administrative Procedure 7211.
 - 11.8.2 Faculty mentors shall be contract/regular faculty.
 - 11.8.2.1 Faculty mentors shall be identified on a volunteer basis only, in consultation with the Dean.
 - 11.8.2.2 Faculty mentors shall provide substantial in-class supervision and evaluation of the intern's teaching capabilities. This monitoring shall include, but is not limited to, making at least three (3) classroom visits to the intern's class each session, and reviewing the intern's course syllabus, reading lists and examinations. The mentor shall schedule at least one meeting per month with the intern to discuss progress.
 - 11.8.2.3 Faculty mentors shall have no other assigned duties during the time that the intern is teaching or rendering other service directly to students.
 - 11.8.2.4 Faculty mentors shall be compensated at the rate of \$400 per semester.

11.9 Department Chairs

- 11.9.1 A Department Chair teaches in his/her assigned discipline, works with faculty to promote continuous improvement of the quality of instruction within the assigned department, and coordinates the responsibilities of the assigned department under the direction of the Dean or appropriate administrator. (Department Chair Job Description, Appendix D.1)
- 11.9.1.1 All Department Chairs must meet the minimum qualifications for faculty in at least one discipline they direct.
- 11.9.1.2 In programs that have external accreditation regulations, the Department Chair must meet the qualification as required by the accrediting agency.
- 11.9.1.3 Prior to the fifth week of each semester, the Vice Presidents, Instruction and Student Services will provide a written notice to the CCFT listing the employees and units assigned to each Department Chair position.
- 11.9.2 Program: A program is one or more disciplines as defined within the organizational structures of Instruction and Student Services. All faculty members who teach or work within a department as an academic specialist or instructional support faculty shall be considered members of that department.
- 11.9.3 Selection: A regular faculty member may be selected as Department Chair by (a) an election in which all faculty members of the department are eligible to participate and (b) the appropriate administrator if the department faculty are unable to select a Department Chair. A Department Chair may be hired at the discretion of the District through the faculty search and selection process.
- 11.9.3.1 Except for faculty specifically hired to direct a department, faculty who decide not to accept or continue an assignment as Department Chair shall not suffer loss of status as a faculty member solely based on the decision not to accept or continue the Department Chair assignment.
- 11.9.4 Term: Subject to a satisfactory performance evaluation, Department Chairs may serve a term of three years and may serve multiple terms.
- 11.9.5 Compensation: The annual compensation for Department Chairs, including compensation for performing Department Chair duties during summer and winter sessions, is based on teaching units (TUs). Compensation for the current academic year is defined in the Department Chair Matrix in Appendix D.3. Compensation for each academic year will be recalculated in the spring prior to that academic year based on the Department Chair Compensation Criteria. No later than the beginning of week four (4) of the spring semester, CCFT will be given a draft of the Department Chair calculation for the following year. CCFT will review the calculations for accuracy and may recommend revision based on inaccuracy of data by the beginning of week seven (7) of the spring semester.
- 11.9.5.1 A Department Chair with assigned duties during winter and/or summer sessions may, by mutual written agreement with the appropriate administrator, receive or delegate pursuant to Article 11.9.5.3 summer and/or winter adjunct teaching unit compensation, taken from the annual Department Chair unit compensation as defined in Appendix D.3.
- 11.9.5.2 Department Chairs are not required to hold office hours for the number of teaching units assigned as Department Chairs, however, they are expected to be available for consultation with faculty, staff, students, and administrators on a regular basis.
- 11.9.5.3 A Department Chair, with the mutual agreement of the appropriate administrator, may arrange to delegate some of the allocated annual

teaching units to another faculty member in the department under the following conditions:

- 11.9.5.3.1 The Department Chair remains accountable for the responsibilities as outlined in the job description and will be evaluated as such.
- 11.9.5.3.2 The specific duties delegated and timelines for completion must be agreed to in writing by the faculty receiving the delegated teaching units.
- 11.9.5.3.3 The Department Chair must retain the largest percentage of the responsibilities and compensation.

11.9.6 Stipends

Effective with the 2007-08 academic year, each Department Chair will receive a stipend of \$500 per academic year, which may not be distributed among other faculty.

11.9.7 Extended-Year Contracts

Extended-year contracts are limited to the following Department Chair assigned to accrediting agency-mandated year-round instructional programs, or district-mandated year-round student support departments, and required by the district to work additional days during the summer.

The following Department Chair will receive an extended-year contract for the following number of days:

Radiology Technology 185 days

11.9.7.1 The extended-year contract calendar days must be submitted in writing annually by the Department Chair and authorized by the appropriate administrator.

11.9.7.2 All other Department Chairs with an extended year assignment shall be compensated at the adjunct salary schedule rate.

11.9.8 Evaluation: Department Chairs shall be evaluated on all faculty duties in accordance with Article 17, including Department Chair duties and responsibilities.

11.10 Adjunct Workload

An adjunct unit member's workload shall consist of no more than sixty seven percent (67%) of the standard full-time teaching load during the 175-day academic year (excluding summer and wintersession), which calculates to a total of 20 teaching units per academic year.

11.10.1 Professional Ancillary Activities

In accordance with Education Code section 87482.5 (c) (1), CCFT and the District agree that service in professional ancillary activities by unit members employed under this section, shall not be used for purposes of calculating eligibility for contract or regular status.

11.10.1.1 Professional ancillary activities include governance, staff development (except flex hours required according to Article 9.2), grant writing, Department Chair duties, short-term restricted fund assignments, advising student organizations, and union activity.

11.10.1.2 Teaching unit compensation for professional ancillary activities shall be counted toward eligibility for adjunct benefits as provided in Article 14.4.

11.10.1.3 CCFT will not pursue tenure claims on behalf of employees who accept professional ancillary activities assignments as defined herein.

11.10.2 Evaluator

An adjunct unit member who serves as an evaluator, per Article 17, shall be compensated for two hours at an hourly rate calculated on the basis of her/his placement on the salary schedule.