

ARTICLE 5 – INSTRUCTIONAL WORK DAYS AND ASSIGNMENTS

5.1 Full-time Faculty

5.1.1 The Academic Calendar, negotiated under Article 9, will utilize a flex calendar to identify the work year for full-time teaching faculty: Using a flex calendar, the school work year for teaching faculty will be 177 days, of which two (2) are multi-purpose professional activities days. The remaining 175 are a combination of instructional days and flex activity days, one of which occurs during convocation and is planned by the administration in consultation with the Academic Senate. (This work calendar assumes a full week's break for Thanksgiving.)

5.1.1.1 All faculty members are expected to participate in group flex activities. Counselors may be excused from the group flex activity at the discretion of the Vice President of Student Services.

5.1.2 Assignment:

5.1.2.1 Credit: 40 hours per week including:

5.1.2.1.1 sixteen (16) weekly teaching contact hours (WTCH)

5.1.2.1.2 five (5) office hours held during at least four (4) days each week

5.1.2.1.3 sixteen (16) hours of preparation for class including activities such as:

5.1.2.1.3.1 Work related to the classroom (e.g., preparing lectures, activities & assignments; assigning and reporting grades, completing course-level student learning outcomes assessment; etc.)

5.1.2.1.3.2 Attend professional meetings

5.1.2.1.3.3 Participate in professional development activities (this may include research and publication)

5.1.2.1.3.4 Develop new course curricula; maintain existing course curricula

[NOTE: 5.1.2.1.4 was inadvertently left out of the previous contract. It is replaced here.]

5.1.2.1.4 three (3) hours for college service (108 hours per academic year), which can include:

5.1.2.1.4.1 attend administration-called and/or assigned meetings

5.1.2.1.4.2 serve on college, division, and/or program committees as assigned

5.1.2.1.4.3 evaluate peers

5.1.2.1.4.4 other professional duties

5.1.2.2 Non Credit: 40 hours per week including (a) 20 WTCH; (b) five (5) office hours; (c) twelve (12) hours of preparation for class and departmental/program responsibilities; and (d) three (3) hours for college service.

5.1.2.3 Faculty on reassigned time for any portion of their WTCH shall maintain the weekly office hours and college service obligations **during all terms in which they are teaching** as stipulated in Articles 5.1.2.1.2 and 5.1.2.1.4.

5.1.3 Twelve-Month Teaching Contract (July 1 – June 30)

5.1.3.1 The Superintendent/President may approve, on a one year at a time basis, a 12-month teaching contract with a full-time tenured instructor **(regardless of the number of work days per year under which that faculty member was originally hired)** whereby the instructor's summer teaching load may be counted toward the annual 48-unit teaching load required during the regular school year for full-time employment. Any quarter during which a reduced load is taught utilizing this provision shall not be considered a break in full-time service.

PROCEDURE: Individuals requesting summer teaching count toward their regular year load shall submit such **requests** as early as possible, but not later than three (3) weeks before the first day of classes of the summer session. The request should include the reasons for the request, the impact on students and program offerings and a proposed schedule of teaching loads for each of the regular quarters of the year. Any supporting documents (physician's recommendation, grant approvals, etc.) should be included with the request. The Superintendent/President, after consultation with the Office of Instruction, shall make a determination on the request before the first day of class offerings for the summer session unless there is agreement between the Superintendent/President and the requesting individual for a delay in determination.

5.1.3.2 Faculty may be hired under a 12-month or otherwise non-traditional teaching schedule, to be determined and agreed-upon at the time of hire or a change in faculty position. The distribution of work days for these positions is determined at the beginning of each academic year between the faculty member and the appropriate supervisor.

5.1.4 Standard Faculty Workload: A standard faculty workload is based on 48 weekly (for-credit) teaching contact hours totaled over a regular contract year (three [3] quarters), typically distributed more or less evenly over the three primary academic terms (16 weekly [for-credit] teaching hours per term).

5.1.4.1 Faculty who teach more than 48 WTCH per year may carry over a maximum of 8 WTCH to the next academic year for load (5.1.6.3), which shall be compensated at the full-time faculty overload (Salary Schedule G) the full-time faculty overload (15-00) unit rate for which they qualify on the Part-time Academic salary schedule (15-00) on a one (1) WTCH to one (1) unit basis. Full-time faculty may advance on the Part-time Academic salary schedule (15-00) according to the conditions articulated in Article 6, section 6.4 for part-time faculty salary advancement.

5.1.4.2 Faculty who teach less than 48 WTCH shall be required in the spring quarter to perform professional duties equal to relieving their workload deficiency. Examples of professional duties are extra teaching or counseling or other appropriate comparable duties. Priority in staffing shall be given to faculty members with deficient loads over part-time adjunct employees. Faculty who are in jeopardy of not meeting their contractual load will work with the District to develop a plan to relieve workload deficiency as soon as possible.

5.1.4.3 Class Size Limits

5.1.4.3.1 As a standard, class sizes will be limited to 40 students except for enhanced virtual education (EVE), online, and correspondence courses, which will be limited to 35 students. Class limits can exceed this standard and increase by mutual agreement between the faculty member and the dean. A stipend will be provided to the faculty member per student over the class limit at census. For credit courses that have multiple lab sections attached to a single lecture section, a stipend will be provided to the faculty member per student over 60 for the lecture portion at census. Determined as of census day, the faculty member will receive compensation in the form of a stipend for each additional student above the class size limit based on the following calculation:

Number of students over class size limit x contact hours (units) x 0.055 x tiered rate = compensation stipend.

Exceptions: Class size limits and the associated compensation/support package do not apply to:

- Courses that have multiple lab sections attached to a single lecture section, unless the lecture portion of the class exceeds 60 students as specified above.
- Courses connected with the Fitness Education Center and Athletics
- Performance-oriented courses
- Courses where a faculty member is serving solely as instructor of record
- Courses in programs supported by a full-time instructional aide
- Institute courses

5.1.4.3.2 Class size for faculty teaching English composition classes will limit enrollment to 25 students. Determined by the sum of students in a total of 3 English composition classes a single faculty member is teaching as of census day, the faculty member will receive compensation in the form of a stipend for each additional student above 65. This stipend will be based on the calculation in 5.1.4.3.1. The per-student stipend will not be double paid, in the event that two stipend situations apply (i.e., one class going over 25 and a total number of students over 65 in 3 composition classes).

5.1.4.3.3 Based upon effective practices in basic skills courses, the maximum class sizes for all the sections of the following basic skills math courses will be capped at the noted enrollment limit:

MAT-187 – 25

~~MAT-187B – 25~~

MAT 152A – 25

~~MAT 152AA – 25~~

MAT 152B – 25

~~MAT 152BB – 25~~

MAT 154A – 30

MAT 154AA – 30

MAT 159 – 30

(f)

MAT 201 – 30

5.1.5 Holidays and Closed Days for Faculty: Faculty will not be assigned to work such holidays ~~and vacations as are designated by law and the~~ Board of Trustees.

5.1.5.1 In the event the College is closed, faculty will not be required to report to work. Instruction days missed may be re-scheduled according to the *Education Code* ~~requiring minimum contact hours.~~

5.1.6 Assignments

5.1.6.1 The standard workload is 48 ~~weekly (for-credit) teaching contact hours~~ per year, typically distributed evenly over the three primary academic terms (16 weekly ~~[for-credit]~~ contact hours per term). The District is committed to scheduling classes at the maximum student contact hours available as appropriate to the schedule and time blocks.

5.1.6.2 The District retains the right of assignment regarding standard load and overload. ~~Any overload will be mutually agreed upon by the faculty member and the area dean. On a quarterly basis, load (from all sources) cannot should not exceed 22 credit contact hours per quarter, and any overload must be mutually agreed upon by the faculty member and the area dean.~~ Loads in excess of 22 credit contact hours per quarter require the mutual approval of the faculty member, the area dean, and the Vice President, Academic Affairs.

5.1.6.3 Overload units (calculated based on ~~credit teaching~~ contact hours) accrued during the current year or carried over from prior academic years can be banked. A balance not to exceed the equivalent of eight (8) excess units may be maintained for use in subsequent academic years. Overload units may be paid out to faculty only after the 48-unit, annual contractual agreement is reached. Faculty members do not have a tenure right to a load in excess of 48 units per year (*Education Code* section 87484). Faculty are expected to maintain all other contractual requirements (including but not limited to office hours and college service hours) including terms when banked units are being applied to meet contractual loads. No faculty member will purposefully pursue, with explicit intent, the goal of supplementing course load with more than 5 banked units for one term.

5.1.6.4 Faculty may apply a maximum of 10 total reassigned units toward the 48-unit contractual load. Reassigned units for the Director of the FEC, the Wilderness Director, ~~the Athletic Director, the Distance Education Coordinator,~~ the Student Learning Outcomes Coordinator, the Academic Senate President,

the ISSI Academic Oversight role, and Faculty on Special Assignment are exempt from this 10-unit maximum.

5.1.6.5 During an off-contract term/quarter (i.e. summer), full-time faculty will receive the part-time adjunct faculty pay rate and will be compensated at the unit rate for which they qualify on the Part-time Academic salary schedule (15-00). Full-time faculty may advance on the Part-time Academic salary schedule (15-00) according to the conditions articulated in Article 6, section 6.4 for part-time faculty salary advancement.

5.1.6.6 For purposes of determining the hours of creditable service for part-time community college instructors that equal full-time for the part-time position, an annual workload is 48 quarter units. [Reference: California *Education Code* section 22138.5(c)(5)].

5.1.6.7 During the regular contract year, full-time faculty will receive the following (2) compensation options when working in the Fitness Education Center:

- Within load: one (1) unit of load for every two (2)-hours/week/quarter
- Overload: full-time faculty overload unit rate for which they qualify on the Part-time Academic salary schedule (15-00) (Schedule G15-00) for each one (1)-hour/week/quarter

During the summer, full-time faculty will receive the part-time adjunct faculty pay rate for which they qualify.

5.1.6.8 Faculty may be assigned certain appropriate professional duties and receive workload credit for these duties.

- All Academic Director and Coordinator positions will have a basic job description including a list of responsibilities and duties located in Human Resources and developed by the administration in consultation with the Faculty Association.
- Soccer coach duties and responsibilities, including timelines, are located in Human Resources.
- Reassignment units and the percentages of a full-time faculty load they constitute may be determined through a Board-approved job description for certain positions.
- Any changes to the amount of reassigned time agreed upon contractually (current or previous) and/or with Board-approved job descriptions shall be negotiated.
- Other full-time faculty assignments outside of regular teaching assignments resulting in workload credit above 4 units per term (or a total of 12 units per year) and/or extending beyond two academic years shall

be negotiated negotiated and agreed to by the Faculty Association and the Board of Trustees. A list of assigned duties will be determined through mutual agreement between the supervising administrator and the employee. If mutual agreement cannot be reached, the duties will be referred to in negotiations.

5.1.6.9 Director, Fitness Education Center: 25% reassigned time.

5.1.6.10 Director, Wilderness Education: 25% reassigned time.

5.1.6.11 Athletic Director

5.1.6.11.1 The Athletic Director receives the reassigned time in the following breakdown:

Summer Quarter	10 units
Fall Quarter	8 units
Winter Quarter	0 units
Spring Quarter	2 units

5.1.6.11.2 The Athletic Director receives \$1500 in compensation during the winter quarter for athletic conference related work and attendance at conference related events.

5.1.6.12 Director, Distance Education: 50% reassigned time

5.1.6.9 Faculty teaching schedules shall be based on the College workday without distinction as to day or evening.

Full-time faculty may teach at the adjunct faculty pay rate for the summer session.

5.1.6.14 All Academic Director and Coordinator positions will have a basic job description including a list of responsibilities and duties located in the Appendices of this agreement. Human Resources and developed by the administration in consultation with faculty.

5.1.7 Part-time Adjunct Faculty Evaluation: Full-time faculty and Associate Part-time Adjunct 02 (the part-time faculty member adjunct being in an unrelated discipline to protect against conflict of interest) may be assigned or may request to participate in the evaluation of part-time adjunct faculty in accordance with the following provisions:

5.1.7.1 Adjunct Part-time faculty evaluations will require the evaluator to spend an average of four (4) hours per evaluation to include a pre-observation meeting,

classroom observation, write-up, and final meeting to discuss the results of the evaluation.

~~5.1.7.2 Options for compensation are as follows: Three (3) evaluations will be equivalent to one (1) unit. Fewer than 3 evaluations will be the equivalent of the prorated unit value. A maximum of 1 unit per year earned from conducting part-time adjunct evaluations may be applied to a faculty member's contractual load, with the exception of prior administrative approval. Alternately, faculty can forego any unit calculation of adjunct evaluation work and elect to conduct adjunct evaluations at a stipend rate of \$225 per evaluation. The compensation will default to the stipend calculation if the faculty member does not make an election between the two options.~~

5.1.7.3 Assignment of evaluations is at the administration's discretion. Full-time faculty (currently employed or retired, contingent on retirement employment restrictions) and Associate Adjunct Part-time 02 faculty may be solicited by the deans to conduct part-time adjunct faculty evaluations or a full-time faculty member may request that he/she be assigned to participate in the part-time adjunct faculty evaluation process. Full-time faculty are to receive priority in part-time adjunct faculty evaluation assignments.

5.1.7.4 Evaluations will be conducted using the procedures stipulated in Appendix 6 of the current Faculty Association agreement.

5.1.7.5 Training will be required to evaluate part-time adjunct faculty. Such training will be recognized as an appropriate flex activity.

5.2 Part-time Adjunct Faculty

5.2.1 Adjunct Part-time faculty may not teach more than 67 percent of the hours considered a full-time assignment for regular faculty (*Education Code 87482.5 (a)*). Teaching loads in excess of these limits may only be considered in extenuating and/or unforeseen circumstances.

5.2.2 The District, in consultation with the department lead where appropriate, will consider the following when determining course assignments for and the rehiring of part-time, temporary faculty, including but not limited to:

--The length of time served; the number of courses taught; the evaluations used to assess educational impact as it relates to student success; the demonstrated professionalism of the part-time, temporary faculty member; the part-time temporary faculty member's adherence to the regular and timely completion of associated duties (including rosters, grades, student learning outcomes, assessments, etc.); and the availability, willingness, and expertise of part-time, temporary faculty to teach specific courses or fulfill specific assignments.

-- The District will follow the regular evaluation process for part-time, temporary faculty **described** in Appendix 6. In all cases, part-time faculty assignments shall be temporary in nature, contingent on enrollment and funding, and subject to program changes and department needs. No part-time faculty member shall have reasonable assurance of continued employment at any point, irrespective of the status, length of service, or reemployment preference of that part-time, temporary faculty member.

5.2.3 Canceled Classes: In the event of a cancelled class, ~~adjunct~~ part-time teaching academic employees who meet the assigned class will be paid at the applicable hourly rate for ~~adjuncts~~ part-time faculty for the actual time spent with the class prior to the cancellation or two (2) hours for each class meeting, whichever is greater. Classes cancelled prior to the first meeting will not be compensated.

5.2.4 Bumped by a Full-time Faculty: In the event of a part-time ~~adjunct~~ faculty member being bumped by a full-time faculty member within two weeks of the beginning of a quarter, the part-time ~~adjunct~~ faculty will be compensated at the applicable hourly rate for part-time faculty ~~adjunct~~ for no less than the appropriate number of hours for the first class meeting.

If a part-time ~~adjunct~~ faculty member is bumped after the first class meeting, the part-time ~~adjunct~~ faculty member will be compensated for the actual number of hours the part-time ~~adjunct~~ faculty member met with the class plus one additional class meeting.

5.2.5 ~~Adjunct~~ Part-time hourly academic employees may work up to 21 hours per week in the Fitness Education center.

5.2.6 ~~Adjunct~~ Part-time CalSTRS Base Hours:

Lecturer/General Instructor = 525

Lab Instructor = 525

Adult Education Instructor = 875

Librarian= 1,050

Counselor = 1,050

5.2.7 Prior to receiving the monthly pay warrant, part-time ~~adjunct~~ faculty shall submit keys and all required forms including, but not limited to, positive attendance, census rosters, grade reports, timesheets, absence reports, and TB tests as required during that month.

5.3 Work Experience Instructors

5.3.1 Work Experience Instructors will receive 2.5 units for up to 35 students with a maximum of 5 worksites, whichever comes first, per quarter, as determined by census date of each course assigned. A list of responsibilities expected of work experience instructors is developed by administrators in consultation with the Work Experience Coordinator and faculty and kept in Human Resources.

5.3.2 The District will endeavor to assign balanced numbers across faculty when possible (in efforts to avoid excessively low-enrolled cohorts).

5.4 Full-time non-instructional faculty

Full-time, non-instructional faculty (including instructional faculty who have non-instructional assignments as part of their load) are exempt under the Fair Labor Standards Act (FLSA) and are not eligible for overtime. Full-time, non-instructional faculty are scheduled to work forty (40) hours per week, and their school work year shall consist of 177, 200, or 214 days (including three [3] flex days) according to their hiring contract, including if the employee was hired into a position that has commitments beyond the primary academic terms. Four hours per week can be used for study and other comparable professional duties that may be completed off campus as approved by the supervising administrator.

Any teaching assignment that exceeds the regular assignment shall be compensated at adjunct part-time faculty rate or as part of assigned load as mutually agreed to by the faculty member and the administrator assigned direct responsibility for student services and with approval of the Vice President, Academic Affairs and the Superintendent/President.

5.4.1 Counseling Division Chair: 50% reassigned time

To ensure continuity in this position, a 2-year commitment is required unless otherwise authorized by the Vice President of Student Services. To recognize the increased workload of the Counseling Division Chair, the school work year for that position will be a total of 214 (including three [3] flex). The 214 days will be distributed throughout the academic year by mutual consent with the supervising Vice President dean.

~~Director, Library & Media Services~~

~~5.4.1 Work year: Assuming a flex calendar, the school work year for the Librarian/Director, Library and Media Services will be 214 days mutually agreed upon including three (3) days for flex activities.~~

~~5.4.2—Assignment: 40 hours per week directing the College Library including assigned teaching (if any), college service, and other comparable professional duties. Of these duties listed, combined they shall be a minimum of 36 hours per week. The difference to 40 hours per week is for study and other comparable professional duties that may be completed off campus as approved by supervising administrator.~~

~~5.5—Counselors~~

~~5.5.1—Work year: Assuming a flex calendar, the school work year for counseling faculty will be 177 days (174 days plus three [3] days for flex activities). The 174 days will be distributed throughout the academic year beginning four (4) weeks prior to the first day of class of Fall Quarter to June 30, or other period by mutual consent.~~

~~5.5.2—Assignment: Forty (40) hours per week including (a) counseling, (b) assigned teaching (if any), (c) college service, and (d) special assignments/projects as assigned. Duties listed: (a), (b), (c), and (d) combined shall be a minimum of 36 hours per week. The difference to 40 hours per week is for study and other comparable professional duties that may be completed off campus as approved by the supervising administrator. During peak counseling times, off campus hours may not be available at the discretion of the supervising administrator.~~

~~5.5.3—Any teaching assignment on evenings or weekends shall be as adjunct faculty (extra pay) or as part of assigned load as mutually agreed to by the counselor and the administrator assigned direct responsibility for student services and with approval of the Vice President, Academic Affairs and the Superintendent/President.~~

~~5.5.4—Counseling Division Chair: 50% reassigned time~~

~~To ensure continuity in this position, a 2 year commitment is required unless otherwise authorized by the Vice President of Student Services. To recognize the increased workload of the Counseling Division Chair, the school work year for that position will be a total of 214 (including three [3] flex). The 214 days will be distributed throughout the academic year by mutual consent with the supervising dean. Areas of responsibilities to include but are not limited to:~~

- ~~●—Counseling—both full and part time scheduling~~
- ~~●—Assessment, Placement, and Orientations~~
- ~~●—Student Success and Support Program/GPS Program~~
- ~~●—Student Success MIS data validation~~
- ~~●—Coordinate Requisite Mismatch report~~
- ~~●—EOPS/CARE/GaWORKS~~
- ~~●—Veterans Services~~
- ~~●—Transfer Services~~
- ~~●—Career Services~~
- ~~●—Non-course copy schedule overview~~

5.6 — Full time, Non teaching Faculty

~~5.6.1 — Work year: Assuming a flex calendar, the school work year for full-time, non-teaching faculty shall commence September 1 and end June 30, and shall consist of 177 days (174 days plus three [3] days of flex activities) unless the position was hired into a position that has commitments beyond the primary academic terms. The 174 days shall be distributed throughout the work year by mutual consent.~~

~~5.6.2 — Assignment: Forty (40) hours per week of assigned responsibilities including teaching, college service, and comparable professional duties.~~

5.7 — DSP&S Faculty

~~5.7.1 — Work year: Assuming a flex calendar, the school work year for the DSP&S faculty shall begin on September 1 and end on June 30, and shall consist of 177 days (174 days plus three [3] flex days). The 174 days shall be distributed throughout the work year by mutual consent.~~

~~5.7.2 — Assignment: Forty (40) hours per week, including teaching, directing the program, testing, college service, and other assignments and comparable professional duties. Of these duties listed, combined they shall be a minimum of 36 hours per week. The difference to 40 hours per week is for study and other comparable professional duties that may be completed off campus as approved by the supervising administrator.~~

5.8 Full-Time Faculty Office Hours

5.8.1 Full-time faculty shall schedule five (5) office hours per week at an established LTCC site with at least one (1) hours per day minimum of four (4) days per week. Full-time faculty shall submit proposed office hours to the Instruction Office at least four (4) weeks prior to the beginning of each quarter.

5.8.1.1 The supervising administrator and faculty member shall mutually agree upon quarterly office hours. In the event the administrator and faculty member cannot reach an agreement, the Vice President of Academic Affairs, after consultation with the faculty member, will make the final determination.

5.8.1.2 Office hours shall be at times convenient for meeting the needs of most students. Office hours may not be scheduled during the designated College Hour.

5.8.1.3 Office hours must be maintained every day during finals week.

- 5.8.1.4 Office hours shall be posted on the instructor's syllabi and in their LMS shell. ~~on or adjacent to the faculty office door by the beginning of and throughout the quarter.~~
- 5.8.1.5 Office hours ~~should~~ ~~for online instruction and for the Incarcerated Student Program~~ may be conducted at the same ratio of course hours to office hours in each modality as face-to-face courses (i.e., if an instructor teaches 50% of their load online then 50% ~~2.5 hours~~ of their office hours may be offered online. If an instructor teaches 25% of their load in ISP, 25% of office hours may be devoted to ISP office hour request forms). ~~No less than 50% A minimum of 50%~~ of a faculty member's office hours will ~~must~~ be conducted on campus. Office hours should be conducted at times that are accessible to students ~~who are enrolled in distance education for scheduling issues.~~ Faculty do not have to be on campus to conduct online office hours; however, faculty are expected to have a significant presence on campus to perform the 3 hours per week of additional college responsibilities as per the contract (on average four days a week to be available to students and engage in participatory governance). When instructors teach online and/or ISP and face-to-face courses, they will offer office hours in face-to-face and online formats to all students.

5.8.2 ~~Adjunct~~ Part-time Faculty: While not required to have scheduled office hours, ~~adjunct~~ part-time faculty are expected to be available to students for consultation and advising as pertains to individual faculty members' teaching.

5.8.2.1 In an effort to contribute to the success of students, Lake Tahoe Community College has a program to provide for a limited number of paid office hours for part-time ~~adjunct~~ faculty.

5.8.2.1.1 In order to be eligible for consideration for part-time ~~adjunct~~ faculty office hours, a part-time ~~adjunct~~ faculty member must teach at least 3.2 units. Part-time faculty office hours are potentially available to any part-time ~~adjunct~~ faculty members who are nominated by the full-time faculty member in their area, or are solicited by a Dean of Instruction, or who choose to apply for office hour funding. ~~Adjunct~~ Part-time faculty who are interested or are nominated must complete the "Application for ~~Adjunct~~ Part-time Faculty Office Hour" form. Once a pool of applicants has been established, the appropriate Dean of Instruction will select from that applicant pool. The decision of the Dean is final. For additional criteria to be eligible for consideration for part-time ~~adjunct~~ faculty office hours, see the form available in the Instruction Office.

5.8.2.1.2 Compensation will be at the part-time adjunct faculty extra duty assignment rate per hour (see Appendix 5).

[NOTE: 5.5 includes language agreed upon in 2020 and is simply being added to the contract in 2021]

5.5 Maintaining course shells

5.5.1 All courses (excluding those not offered online ~~nor face-to-face~~ through the Incarcerated Students Program) will publish and maintain a Canvas shell (or shells created using other LTCC-approved Learning Management Systems [LMS]).

These shells will include basic course elements at a minimum, including the course syllabus, assignment calendar, ways to communicate with instructor and peers (as appropriate), ways for students to stay updated on their progress in the class, and standard language regarding available student services (including at least enrollment services, counseling, library, tutoring, equity, and disabilities services).

All courses will adhere to required standards for accessible design per the Americans with Disabilities Act (ADA).

5.5.2 Faculty are expected to access and complete appropriate training to be prepared to teach online.

5.6 Coordinators and other assignments:

- *The Kokanee* Literary Journal Editor: 2.5 units per year
- Writers' Series Coordinator: 1 unit per quarter for each quarter in which a Writers' Series event is held.
- ~~Art Gallery Coordinator: 2 units per quarter~~
- Mentoring Program for new faculty:
 - Mentor of new faculty member = 1 unit
 - New faculty member = 4 units of work load during the first teaching quarter.

5.7 Academic Senate

- President = 12 units per year
- Vice-President = 3 units per year
- Secretary = 3 units per year
- Previous President = 1 unit in the fall quarter following the election of a new president to assist in training the incoming president, **when necessary.**

5.8 Chairs of Standing Committees

- Curriculum Committee = 1 unit per year

5.9 Department Lead Units (per year)

Department lead units will be assigned per the mutual agreement between the faculty member(s) and the District. It is the understanding of the District and the Faculty Association that the number of departmental lead units assigned to any department should not be static. The amount of work required to maintain the viability of a program is subject to change. As departments ~~(and the work to maintain those departments)~~ grow or shrink, adjustments **should be made so that the amount of reassign time for departmental duties reflects departmental changes and trends. As agreed to previously, a three-year average will be used to calculate Department Lead compensation, and calculations will be run every three years to allow the District and its faculty to plan, budget, and schedule more effectively. If there are significant changes to departments within the three-year period, the negotiations process can allow for a recalculation outside of the cycle.** It is assumed that this model will only apply to departments that have historically received department lead compensation, unless otherwise negotiated. Department lead units may not exceed 12 per department. Faculty may apply a maximum of 10 totally reassigned units toward the 48 unit contractual load. Reassigned units for the Director of the FEC, the Wilderness Director, ~~the Athletic Director, the Distance Education Coordinator,~~ the Student Learning Outcomes Coordinator, the Academic Senate President, **the ISSI Academic Oversight role,** and Faculty on Special Assignment are exempt from this 10 unit maximum.

The revised model uses the criteria outlined **d** below to calculation workload compensation:

1. One unit of workload **reassignment per year-release** is assigned to each department lead.

Assumptions and Justification: Each department lead is required to provide quality control per course, per modality within their department (including ISP and online). Department leads are also required to submit a variety of institutional reports (Annual Unit Plans, program reports, department plans, maintain departmental SLOs, perform budget reports, etc.). Department leads are also required to perform a variety of miscellaneous department duties (administer and grade challenge exams, attend administrative meetings, handle disciplinary issues, etc.). It has been assumed that **one unit of reassigned time** release should provide the compensation necessary for each department lead to perform the necessary functions to maintain viability of the department

2. Number of part-time employees ~~adjuncts~~ scheduled by the department lead per year x 0.25.

Assumptions and Justifications: The 0.25 multiplier is used here (to convert the *number of part-time employees adjuncts scheduled* into reassigned units) to represent 3 hours of work by the faculty lead per part-time adjunct employee per year. Working with part-time employees adjuncts represents the bulk of the workload for the faculty lead (outreach, communication of department goals/information, training, hiring/firing, SLO coordination, etc.). The number of part-time employees adjuncts scheduled (regardless of cancellations) is not to include full-time faculty members, tutors, or instructional aides. As the number of individuals that a department lead oversees grows and shrinks, so should the associated workload.

3. Number of courses successfully run by the department per year x 0.04

Assumptions and Justifications: The 0.04 multiplier is used here (to convert the *number of courses successfully run* into reassigned units) to represent 0.5 hours of work by the faculty lead per course per year. Faculty leads are required to perform a variety of functions associated with class scheduling (maintaining curriculum, modifying quarterly schedules, ordering books, developing 2-year projected schedules, managing program pathways, etc.). It is assumed that by using the number of classes successfully run, a reasonable amount of compensation will be awarded for completion of those duties. All concurrent and partially concurrent courses are counted as one course. Again, as the number of courses that a department successfully runs to fulfill the needs of the department grows and shrinks, so should the associated workload.

4. Number of laboratory contact hours scheduled in a lab facility by the department lead per year minus the number of staff hours scheduled to assist in the same facility x 0.002.

Assumptions and Justifications: The 0.002 multiplier is used here (to convert the *number of lab hours scheduled* into reassigned units) to show that one unit of reassigned time should be awarded for every 500 lab hours scheduled in a facility by the Department Lead per year. Faculty leads are required to perform a variety of functions associated with maintaining a laboratory facility (ordering supplies, maintaining equipment, cleaning and organizing, ensuring a safe work environment, etc.). The amount of workload associated with each facility is directly proportional to the degree in which the facility is in use. The number of hours that a space is being used as an *academic lab* is used to calculate reassigned units for the Department Lead. Only lab contact hours (in courses successful run) are used in calculating yearly totals. Concurrent and partially concurrent courses are counted as one course. Some facilities require additional staffing resources. The number of hours of supplemental help in managing the facility is subtracted from the Department Lead's responsibilities and, thus, their compensation. As the amount of time scheduled in a lab facility changes, so should the associated workload.

5. For any departments scheduling and managing open labs, the following calculations will apply: For every 500 hours of scheduled open lab, with a minimum of 250 hours, 0.5 units will be added to the department lead units calculation. This includes

the following lab spaces until otherwise negotiated: ART (2-D, 3D, and Photography) and DMA. (For clarification, 250-500 hours = 0.5 units; 501-1000 hours = an additional 0.5 units; etc.).

Other Important Considerations:

- 1) The calculated totals for departmental lead reassigned units compensation are to be rounded to the nearest one-quarter unit.
- 2) Based on departmental data provided in Colleague, three year averages are to be used in the compensation model.

Department Lead Duties are further defined in the section. For specific information regarding the formula for determining department lead reassigned units, see Appendix 10.

5.9.1 Curriculum

5.9.1.1. Oversee development, review and revision of course outlines on a regular basis in accordance with Title V and District guidelines.

5.9.1.2. Provide quality control of course content as outlined in the course outline of record and as presented by faculty in the area in all modalities.

5.9.1.3 Oversee the selection and ordering of textbooks, manuals, course supplemental materials, etc.

5.9.2 Budgeting, Scheduling, and Planning

5.9.2.1 Assist the administration with the development of teaching schedules.

5.9.2.2 Assist in development of course schedules on quarterly and annual basis; coordinate these schedules with other programs and/or part-time ~~adjunct~~ faculty within faculty members' teaching area

5.9.2.3 Assist the administration with development of the department's budget

5.9.2.4 Assist the administration with the planning, development, and implementation of long-range programmatic goals and objectives and review these annually; write, review and revise Program Reviews/Plans

5.9.2.5 Survey current students and monitor **enrollment** patterns to guide scheduling and planning in faculty members' subject area(s) in conjunction with the Department of Institutional Effectiveness.

5.9.3 Directing the work of others

5.9.4 Direct the day-to-day work of instructional aides

5.9.5 Assist in hiring part-time ~~adjunct~~ faculty

5.9.6 Train, guide, and otherwise direct the work of, as needed, ~~adjunct~~ part-time faculty (including online, face-to-face, and ISP)

5.9.7 Other

5.10.7.1 Maintain and/or oversee specialized academic facilities such as exercise space, laboratories, art studios and/or off-campus teaching sites; be responsible for specialized academic equipment such as laboratory instruments, art production equipment, physical education equipment, etc.

5.10.7.2 Develop and maintain department ~~websites~~

5.10.7.3 Maintain department records as needed

5.10.7.4 Order and/or coordinate or oversee ordering of department supplies

5.10 ~~Reassigned~~ Time for Faculty Association Duties

~~The Faculty Association may identify faculty to receive reassigned time for performing Association duties.~~

5.10.1 ~~The District will provide the Faculty Association with 4 units to cover the time of negotiating team members for negotiation meetings with the District, including caucusing time conducted during contiguous bargaining meetings, when negotiation meetings are required.~~

5.10.2 The Faculty Association can purchase from the District up to 6 additional units per year at the middle part-time faculty ~~adjunct~~ rate (See Schedule 15-00: Tier 2 at LTCC and Part-time ~~Adjunct~~ Faculty [non-associate] rate)

5.10.3 ~~If the Faculty Association elects to purchase additional units up to a total of 6 units, the District will match the additional units purchased each year (up to a total of 6, including the 4 originally provided).~~

5.10.3 The Faculty Association can disburse the reassigned units they purchase as desired and will notify the Instruction Office regarding who will be receiving the units and which quarter they will be allocated.

~~5.11 The following assignments may be completed by part-time faculty but are to be considered as "college service" and, thus, are not to be eligible for nor considered as load for part-time faculty. As such, they are not to be included in the calculation of load toward the 67% limit for part-time faculty.~~

- Academic Senate Assignments
- ~~Adjunct~~ Part-time Evaluations
- Committee Assignments
- Department Lead Assignments
- Faculty Association Assignments
- *The Kokanee* Literary Journal Editor
- Writers' Series Coordinator