

**AFT 1493 Proposal #1 to District  
April 18, 2025**

**ARTICLE 6  
WORKLOAD**

**6.1 FULL-TIME STATUS:** The basic computational unit used in determining faculty workloads is the Faculty Load Credit (FLC), defined such that a full-time unit member will be expected to provide services corresponding to thirty (30) FLCs per year. *Although 30 FLC is considered a full-time assignment, 28 – 31 FLCs is acceptable as a full-year assignment with a three-year maximum of 91 FLCs. [Sentence moved here from Appendix F]* Unit members who are employed less than full time, but who are paid on the basis of the regular academic salary schedule, shall be expected to earn a proportionately reduced number of FLCs per academic year. The maximum number of FLCs assigned to a unit member in any semester will be eighteen (18), except as mutually agreed upon by the unit member and the District.

The Faculty Load Credit (FLC) Allocation is listed in Appendix F. Increases in the FLCs in the Laboratory Assignment Schedule shall be effective ~~Spring 2022~~ *Fall 2025*. ~~The parties shall appoint a committee to study further increases to these allocations as well as to other lab classes.~~

**6.2 DESCRIPTION OF FACULTY DUTIES:** While this Article deals with teaching, counseling, and learning resources assignments, these specific activities comprise only a portion of the responsibilities assigned to unit members who are paid on the basis of the regular academic employee salary schedule. Other activities that make up the remainder of the assignment of such unit members are listed in the following appendices:

- a. Appendix D-1 (Duties and Responsibilities of Instructors)
- b. Appendix D-2 (Duties and Responsibilities of Counselors)
- c. Appendix D-3 (Duties and Responsibilities of Librarians)
- d. *Appendix D-4 (Ancillary Work)*

**6.3 NUMBER OF PREPARATIONS:** Workload relative to the number of preparations shall be fair, reasonable, and equitable according to conventional past practices within the relevant disciplines or groups of disciplines. *The maximum number of preparations shall be three, unless mutually agreed upon between the faculty member and their supervisor.* It is understood that the provisions of Section 6.3 shall not be subject to the grievance procedures of Article 17.

Disagreements about the number of course preparations required of a faculty member for a particular semester are to be resolved through informal meetings of the affected faculty member and the appropriate Dean. Either party may invite a member of the staff and/or a union representative to assist in the resolution. ~~Disagreements, which that~~ cannot be resolved in this manner, may be forwarded to the next administrative level for resolution. Disagreements not resolved at that level may be forwarded to the College President for final resolution. Appeal to the College President concludes the process for

resolving disagreements about the number of course preparations. This procedure applies only to this section of the contract, unless specifically cited elsewhere.

#### **6.4 EVENING COURSE ASSIGNMENTS:**

6.4.1 Normally, regular full-time academic instructors will not be assigned to more than one evening course as a part of their regular load, unless they request such an assignment. However, in circumstances where it is necessary to add an additional evening course in order to complete a full assignment, such additional evening course assignments may be made, provided that such additional assignments are fair, reasonable, and equitable according to conventional past practices within the relevant disciplines or groups of disciplines. It is understood that the provisions of Section 6.4.1 and 6.4.2 shall not be subject to the grievance procedures of Article 17.

6.4.2 Disagreements about the number of evening course assignments required of a faculty member are to be resolved through informal meetings of the affected faculty member and the appropriate Dean. Either party may invite a member of the staff to assist in the resolution. Disagreements, which cannot be resolved in this manner, may be forwarded to the next administrative level for resolution. Disagreements not resolved at that level may be forwarded to the College President for final resolution. Appeal to the College President concludes the process for resolving disagreements about the number of evening course assignments. This procedure applies only to this section of the contract, unless specifically cited elsewhere.

**6.5 REASSIGNED TIME:** Before reassigned time is assigned, the faculty member and the dean should agree on a list of responsibilities for the assignment and the percentage of the reassigned time.

Full-time faculty members shall participate in a range of professional responsibilities **as outlined in Appendices D-1, D-2, and D-3, as applicable.** ~~For instructional faculty,~~ These professional responsibilities are in addition to classroom time, preparation and grading time, and office hours. **These professional responsibilities shall represent the equivalent of 2.5 hours per week. It is not the intention of the parties to this Agreement to imply that all unit members will be assigned all of the responsibilities listed.** ~~[Last sentence Taken from Appendices D-1, D-2, and D-3.]~~

Participation, to be initially determined by the faculty member, subject to limited review by the supervising Dean as summarized in this Article, may include but is not limited to the committees and activities listed in **Appendices D-1, D-2, and D-3, as applicable.** First-year contract faculty are not otherwise subject to the terms of this Article, and will work with their deans in taking on an appropriate level/type of professional responsibilities that allows them to focus primarily on teaching.

The faculty and unit administrator may jointly **agree to** items that are not in **Appendices D-1, D-2, or D-3, as applicable.**

**6.6 ANCILLARY DUTIES FOR PART-TIME FACULTY:** Per Education Code section 87482.5, adjunct faculty may perform professional ancillary activities without having the units or hours counted toward their load (colloquially known as the “67% rule”). When performing professional ancillary activities, the part-time faculty member shall be compensated for the agreed upon number of units/hours according to the applicable salary schedule. Professional ancillary activities are not counted towards load calculation but shall be counted towards:

- Eligibility for CalSTRS service credits
- Fringe benefits as outlined in Article 9

**6.6.1. Return from ancillary work to primary duties**

When faculty perform ancillary work that reduces their usual assigned load of primary duties, they will retain their seniority and load rights upon completion or cessation of ancillary work.

A list of ancillary duties is in Appendix D-4. Compensation for ancillary work is in Article 8.

## **APPENDIX D DUTIES AND RESPONSIBILITIES**

### APPENDIX D: DUTIES AND RESPONSIBILITIES

#### **D1—DUTIES AND RESPONSIBILITIES OF INSTRUCTORS**

**A. Required of all instructors:**

- teach classes at assigned times and locations;
- make necessary preparations for class instruction;
- evaluate student performance; and
- submit timely and accurate reports of attendance, grades and other matters as required.

**B. Additional professional responsibilities, not subject to additional compensation for instructors on regular academic year contract: (See Note 1)**

- attend and participate in official division and college faculty meetings called by the college administration;
- develop instructional materials, course outlines, and curriculum guides;
- analyze and select text materials, and participate in course content coordination;
- evaluate, update, and revise existing courses and programs; develop new courses as needed;

- assist in the placement of students in courses;
- review current literature in appropriate fields and recommend additions to the college library collection;
- participate as a peer in the academic employee staff development and evaluation programs;
- assist in ordering supplies, and in ensuring proper utilization of instructional equipment and facilities;
- coordinate the work of student assistants and instructional aides;
- participate in commencement exercises (See Note 2);
- participate in advisory committee meetings;
- participate on official college committees (e.g., curriculum planning, accreditation self-study); and
- participate on screening committees for position vacancies.

**C. Voluntary activities performed without additional District compensation:**

- participate in co-curricular activities (e.g., student club advising);
- participate in college-community relations activities (e.g., public speaking engagements); and
- participate in articulation with high schools and four-year institutions, and with business and industry.

Note 1: It is not the intention of the parties to this Agreement to imply that all unit members will be assigned all of the responsibilities listed under B. Certain of these responsibilities may be appropriate for assignment to a given unit member who would not be paid additional District compensation for discharging them.

Note 2: A maximum of one-half of the contract and regular faculty will be expected to participate each year.

No individual will be required to participate more frequently than once in each two-year period.

## **D2—DUTIES AND RESPONSIBILITIES OF COUNSELORS**

**Definitions:**

Outside of peak times, other than by mutual agreement, no more than 10% of total counseling faculty will have drop-in as their primary assignment. As different programs have different needs and requirements, and as counseling operates on both student contact and caseload models, student meeting times may vary.

**Required of all counselors:**

A1. **Scheduled counselor duties (see Article 7.6)** ~~are to be used for the following:~~

- provide counseling services to students at assigned times and locations;
- scheduled or drop-in counseling appointments with students;
- group **counseling** appointments with students;
- ~~participate in commencement exercises (See Note 2);~~
- working with students in **classrooms and student support services**, in collaborations with instructional faculty; **classified staff, and other professional staff;**

- conducting student workshops;
- program coordination, ~~student workshops, or case management activities, so long as they are approved or assigned by the dean;~~
- counselor observations for evaluations;
- additional duties as approved or assigned by the dean that directly supports students and the campus community.

**A2. Scheduled counselor duties required of personal counselors in addition to those in A1:**

- providing consultation to faculty and staff;
- mental health student club advising, in-service trainings, crisis management, or case management activities;
- collaborating with off campus resources and coordination of referrals
- providing and/or receiving supervision and consultation;

~~A23. The following activities, if counselors engage in them, should be blocked on the counseling grid to take place during other “on campus” professional duties time.~~  
**Professional Duties:** Professional duties should be carried out at a time and place appropriate for the activity as determined by the faculty. If these responsibilities exceed the contracted hours of counselors, the hours are paid according to the applicable rate. The following professional duties may include:

- submit timely and accurate reports as required;
- Maintaining necessary counseling records;
- Prepare for student appointments by reviewing student information prior to meeting with students;
- Provide follow up services to students, including responding to student emails and questions in a timely manner;
- Perform appropriate research and consultation to provide students with ~~correct and~~ updated information;
- Participate in and/or facilitate trainings or meetings;
- Attend division and departmental meetings;
- Participate in articulation with high schools and four-year institutions;
- participate on official college committees (e.g., curriculum planning, accreditation self-study);
- attend and participate in official division and college faculty meetings called by the college administration;
- Participating on screening committees for position vacancies; and
- Coordinate the work of student assistants.
- ~~Meetings.~~

**B.** Additional professional responsibilities, not subject to additional compensation for counselors on regular academic year: (See Note 1)

- ~~attend and participate in official division and college faculty meetings called by the college administration;~~
- develop informational counseling materials, student program outlines, and curriculum guides;

- analyze and select counseling and testing materials, and participate in course and program content coordination;
- evaluate, update, and revise existing counseling materials and programs; develop new programs as needed;
- review current literature in appropriate fields and recommend additions to the college library collection;
- participate as a peer in the academic employee staff development and evaluation programs;
- provide information for schedule and budget preparation;
- assist in ordering supplies, and in ensuring proper utilization of instructional equipment and facilities;
- ~~coordinate the work of student assistants and instructional aides;~~
- ~~participate in commencement exercises (See Note 2);~~
- ~~participate in articulation with high schools and four-year institutions;~~
- ~~participate in advisory committee meetings;~~
- ~~participate on official college committees (e.g., curriculum planning, accreditation self-study); and~~
- ~~participate on screening committees for position vacancies.~~

**C.** Voluntary activities performed without additional District compensation:

- participate in co-curricular activities (e.g., student club advising);
- participate in college-community relations activities (e.g., public speaking engagements); and
- participate in articulation with business and industry.

Note 1: It is not the intention of the parties to this Agreement to imply that all unit members will be assigned all of the responsibilities listed under B. Certain of these responsibilities may be appropriate for assignment to a given unit member who would not be paid additional District compensation for discharging them.

Note 2: A maximum of one-half of the contract and regular faculty will be expected to participate each year. No individual will be required to participate more frequently than once in each two-year period.

### **D3—DUTIES AND RESPONSIBILITIES OF LIBRARIANS**

**A.** Required of all librarians:

- provide librarian services to students at assigned times and locations, which may include:;
  - research assistance and academic support;
  - developing materials and practices to support information literacy, library instruction, library policies, and/or the use of the library and its resources;
  - reviewing and recommending additions to the library's collections;

- performing other specialized tasks and duties related to their area of expertise.
- stay up to date with trends in library science, librarianship, information literacy, and/or emerging technologies;
- promote and uphold library policies;
- maintain necessary library records; and
- ~~take appropriate precautions against the theft, deterioration, or destruction of library facilities, equipment, and materials; and~~
- submit timely and accurate reports as required.

**B. Additional professional responsibilities, not subject to additional compensation for librarians on regular academic year contract: (See Note 1)**

- attend and participate in official division and college faculty meetings called by the college administration;
- ~~develop instructional materials on the use of the library and its resources for groups and individuals;~~
- consult with faculty members on resource needs and ways to incorporate or support information literacy and research in their courses; ~~in their particular fields;~~
- ~~assist in the formulation and maintenance of necessary and reasonable rules for library users;~~
- assist in the development and maintenance of library workflows, procedures, and policies;
- ~~review current literature in appropriate fields and recommend additions to the college library collection;~~
- participate as a peer in the academic employee staff development and evaluation programs;
- provide information for schedule and budget preparation;
- assist in ordering supplies and equipment, and in ensuring proper utilization of library equipment and facilities;
- coordinate the work of student assistants and instructional aides;
- participate in commencement exercises (See Note 2);
- assist in planning and preparing exhibits, materials, programs, and events ~~and book displays to encourage student use of books and other materials;~~ and understanding of library services and resources;
- participate on official college committees (e.g., curriculum planning, accreditation self-study); and
- participate on screening committees for position vacancies.

**C. Voluntary activities performed without additional District compensation:**

- participate in co-curricular activities (e.g., student club advising);
- participate in college-community relations activities (e.g., public speaking engagements); and
- participate in articulation with high schools and four-year institutions.

Note 1: It is not the intention of the parties to this Agreement to imply that all unit members will be assigned all of the responsibilities listed under B. Certain of these responsibilities may be appropriate for assignment to a given unit member who would not be paid additional District compensation for discharging them.

Note 2: A maximum of one-half of the contract and regular faculty will be expected to participate each year.

No individual will be required to participate more frequently than once in each two-year period.

#### **D4—Ancillary Work for Part-Time Faculty**

Pursuant to the provisions of section 87482.5(c)(1) of the California Education Code, any service in professional ancillary activities by unit members shall not be used for purposes of calculating load.

Ancillary work may include, but is not limited to, the following:

- Service on District or campus shared governance committees, including, but not limited to, Academic Senate, budget committees, advisory councils, cabinets, accreditation committees, master planning committees, and program review committees;
- Division or department activities (not used for flex) including division meetings and department meetings;
- Work as an elected or appointed officer or representative to AFT 1493;
- Work performed for institutional advancement, such as Student Learning Outcomes development and assessment, updating Course Outlines of Record, and Program Review;
- Work performed as a program coordinator;
- Service on hiring committees;
- Service on evaluation committees;
- Preparation and presentation of workshops for professional or staff development;
- Professional development of oneself;
- Test and Exam coordination (e.g. disability resource work);
- Grant writing, grant-funded project work, or fellowships;
- Advising student organizations;
- Participation in college-community relations activities (e.g., public speaking engagements);
- Participation in articulation with high schools and four-year institutions, and with business and industry; and
- Outreach
- Participation in commencement exercises