

June 12<sup>th</sup> 2019

## AFT PROPOSAL ON WORKLOAD

The normal workload of a full-time faculty member consists of two components:

- A. 12 teaching units of direct instructional assignments, including classroom and laboratory instruction and non-instructional assignments (counseling, librarian), and
- B. 3 units of indirect instructional activity such as curriculum development and improvements, program review, evaluation, SLOs, and committee assignments.

## DISTRICT COUNTER PROPOSAL ON WORKLOAD

It is the position of the District that the issue of workload is not one of reduction, as AFT contends, but one of balance and distribution of professional responsibilities among the regular and contract faculty of the District. These professional responsibilities are in addition to teaching a full load and are outlined in the current contract in Appendix D as "Additional professional responsibilities, **not subject to additional compensation** for instructors on regular academic year contract." Based on the results of a Workload Committee and a Workload Survey conducted in the spring of 2018, the District understands that there is a need to balance and distribute the overall workload of faculty more evenly across the institution. This was reflected in both the charge of the Committee and in the subsequent recommendations made by Committee in their final report (see attached).

It is essential that faculty participate in specific activities in order to ensure a balance of workload among all faculty in any given division and to ensure the desired distribution and balance of workload among all faculty. It is in the interest of the District and faculty to work collegially to achieve that greater balance. The right of assignment for faculty workload resides in the appropriate administrator of each faculty members Division, most typically a Dean.

Therefore, the District proposes:

- 1. Administrators who supervise faculty take a more active role in the assignment and approval of faculty workload in order to promote greater balance and distribution of that workload; and
- 2. Necessary administrative oversight would be in coordination with full-time faculty in the following process:
  - a) At the end of each academic year, each dean (or responsible administrator) will hold a mandatory division meeting with full-time faculty, provide a list of professional activities requiring faculty participation (i.e. hiring committees, college committees, district wide committees, state mandates, etc.) in the

coming academic year; the dean and the division faculty will work together to assign faculty as needed for those duties that have been identified.

- b) At the end of each academic year, every full-time faculty member will submit to the dean (or appropriate administrator) a workload report listing the professional activities the faculty member participated in during the year. The report will list activities at the department, division, college and community levels, as well as professional development activities.
- c) The dean will review the workload report from each full-time faculty member and determine if the work completed meets expectations.
- d) Full-time faculty who do not submit a report, or who do not participate in assigned professional activities may be subject to progressive discipline.
- e) Satisfactory compliance with this provision will be positively reflected on the dean/responsible administrators Assessment of Professional Responsibilities form of the next applicable tenure track, standard, or comprehensive evaluation, and conversely unsatisfactory compliance will also be noted.
- f) Full-time faculty who do not comply with this requirement may not be eligible for professional development funding, overload or reassigned time.