

Article 7.6 Workweek for Full-time Counseling Faculty

Full-time counseling faculty shall be present on campus a minimum of thirty (30) hours per week, twenty-five (25) of which are for scheduled counselor duties and five (5) of which are for other professional duties (as outlined in Appendix D2-A3).

Hours are prorated on a 5-to-1 ratio for regular or part-time counselors with less than a full-time assignment or for any coordination that is part of an assignment, meaning that for every 5 hours of scheduled professional duties, the counselor is given 1 additional hour for other professional duties time at the same pay rate. Coordination is defined as any responsibilities of running a program outside of the primary responsibilities of counselor duties (as outlined in Appendix D2-A1 and A2). The assignment of coordination is given using the same 5-to-1 ratio - for every 5 hours of coordination assigned, which should be taken from the counseling grid, 1 additional hour is to be taken from other professional duties time; hours are prorated in this ratio as needed.

If a counselor is working as part of a grant-funded program, the contractual workweek, load, duties and responsibilities laid out in the contract are given precedence. If, given the contractual load, additional counseling hours are required to fulfill the requirements of grant-implementation, it is the responsibility of the dean, college, district, or grant administrator to make appropriate provisions for counseling coverage.

Appendix D2 – Duties and Responsibilities of Counselors

Definitions:

Counselor load will be calculated using a standard of 45-minute appointments during the 25 hours of scheduled counselor duties. 85% of appointments will be 45 minutes or longer. The remaining time can be assigned flexibly with either 45-minute appointments and/or 30-minute appointments by mutual agreement between the counselor and dean. Outside of peak times, 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.

A. Required of all counselors:

A1. Scheduled counselor duties are to be used primarily for the following:

- provide counseling services to students at assigned times and locations.

A2. However, the following activities, if counselors engage in them, should be blocked on the counseling grid to take place during scheduled counselor duties (not other professional duties time):

- submit timely and accurate reports as required;
- caseload management, in the event of being assigned a caseload
- attend and participate in official division and college faculty meetings called by the college administration;
- participate on official college committees (e.g., curriculum planning, accreditation self-study);
- participate on tenure, peer, and part-time evaluation committees;
- participate on screening committees for position vacancies; and
- participate in advisory committee meetings
- additional project by mutual agreement with the dean

A3. Other professional duties time is to be used for essential responsibilities of counselors outside of the responsibilities listed in scheduled counselor duties. These responsibilities include:

- 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; and
- Perform appropriate research and consultation to provide students with correct and updated information.

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

- develop informational counseling materials, student program outlines, and curriculum guides;
- analyze and select counseling and evaluation materials;
- 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;

- participate in commencement exercises (See Note 2);
 - participate in articulation with high schools and four-year institutions;
- 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.

Appendix F

Counselor load

Counselor load to FLC conversion:

Every 6 hours of counselor load time per week equals 3 FLC. Every 2 hours of counselor load time per week equals 1 FLC.

For further information, please see Appendix D