

**ARTICLE 5
WORK HOURS, WORK YEAR AND WORKLOAD**

Formula Hours

- 5.8 The appropriate Vice President or designee shall determine the class or service assignment and load for each faculty member. Workloads shall be computed in formula hours as set forth in this section.
- 5.8.1 The full-time load of a regular instructional faculty member is based on 15 lecture hours or 20 laboratory hours or a combination of lecture and laboratory hours. One lecture hour equals six and sixty-six one hundredths percent (6.6666%) of a load; one laboratory hour equals five percent (5.0000%) of a load.
- 5.8.2 The District reserves the right to make an assignment which could vary from 93% to 107% of a normal load in any one semester, with semester loads balanced between fall and spring semesters of the academic year for full-time regular instructional faculty. If an assigned load exceeds 107% in a semester and is not balanced by a reduced assignment within the academic year, the affected faculty member shall receive overload compensation for the percentage that exceeds 107%.
- 5.8.3 Regular faculty who have less than a full-time assignment shall be assigned lecture, service, and/or laboratory hours in an amount equivalent to the number most closely representing the faculty member's percentage of a full-time load.
- 5.8.3.1 Regular faculty who have less than a full-time assignment are not eligible for an overload assignment pursuant to sections 5.12.3.2 through 5.12.5.6.
- 5.8.3.2 An increase of the percentage of load for regular faculty who have less than a full-time assignment shall be accomplished only through the District's regular hiring procedures.
- 5.8.4 A faculty member who teaches in a large lecture class setting shall have the load formula computed for the large class section on the basis of the number of students reported on the student census. At no time shall course enrollment exceed the classroom maximum. Enrollments greater than fifty-five (55) need pre-approval by the appropriate Dean or the Assistant Superintendent/Vice President of Academic Affairs.
- 5.8.4.1 As of July 1, 2019, the load credit shall be calculated at the rate of one and one-fifteenth (1.15) times the regular load credit for a class section of 45 through 54 students, one and one-quarter (1.25) times the regular load credit for a class section of 55 through 64 students, one and one-half (1.5) times the regular load credit for a class section of 65 through 74 students, one and three-quarters (1.75) times the regular load credit for a class section of 75 through 84 students, or two (2) times the regular load credit for a class section of 85 or more students.
- 5.8.4.2 Any adjustment to the workload computation shall be calculated at census and applied to the faculty member's current assignment(s) and subsequent pay periods of the current term in the form of compensation or load bank. In cases where the additional load results in a total load of over 140% an approval is needed by the Assistant Superintendent/Vice President of Academic Affairs.
- 5.8.5 Load credit for approved distance education courses shall be calculated pursuant to the terms of section 5.8.1 and, where applicable, section 5.8.4.1.

- 5.8.5.1 The assignment of a course or courses that will be taught in the distant education mode shall be by mutual agreement between the affected faculty member, the Division Chair (or Director where there is no Chair), and the appropriate Dean (or Vice President where there is no Dean).
 - 5.8.5.1.1 The District agrees that it will not require that an existing course be offered solely in the distance education mode. Load credit for a course offered in the distance education mode will be the same as that offered in the face to face modality.
 - 5.8.5.1.2 The agreement regarding a distance education course assignment shall detail the provisions for District logistical, design, legal requirements and/or technical support for the distance learning course or courses, including faculty training provided by the District in 5.10.
 - 5.8.5.1.3 Contact between students and instructional faculty who teach a distance learning class shall be provided as set forth in California Code of Regulations, Title V.