

## WHAT WORK IS REQUIRED BY THE CBA?

Under the parties' CBA, full-time faculty are required to work **only 40 hours per week**, which includes both the faculty member's primary assignment, office hours, professional growth, and required committee work or other service.

Article 5.7.3 provides that: "the work week for all full-time faculty shall normally be forty (40) hours per week exclusive of overload and consisting of student contact (service or instruction), preparation, office hours, participation in college governance and professional growth." For regular faculty, this includes:

1. *Primary Assignment:*

**30 hours per week** for the faculty member's primary assignment. For instructional faculty, the primary assignment includes 15 hours lecture or 20 lab, plus the remainder of preparation, grading, division responsibilities, program review, student learning outcomes and assessment, curriculum development and professional growth.

For non-instructional faculty, the primary assignment is 30 hours, which includes student contact and preparation. For full-time coordinators, the primary assignment is 40 hours per week, inclusive.

2. *Office Hours.*

**5 office hours** for instructional faculty and librarians (or 5 hours for other services and/or professional growth for counselors and DSPS specialists)

3. *Committee, governance and approved college service.*

**5 hours** for committee/governance activities per week during the regular academic year. This 5-hour requirement includes hiring committees, evaluation committees, Article 11 committees, Senate service, and accreditation work. This does not include release time for union officers. A faculty member is not required to provide more than 5-hours per week of such service.

4. *Division responsibilities, program review, SLOs and assessment, curriculum development and professional growth*

As part of a faculty member's primary assignment, he or she is required to perform program review, do SLOs and assessment, curriculum development and professional growth. Remember: this is **a part** of the 30-hour primary assignment, of which 15-20 hours will already be instruction, and then preparation, and is not required beyond a total of 30 hours per week for all the above.

5. *Flex activities*

The equivalent of ten (10) days of six (6) hours each of the 175 workdays in each academic year.

6. *Extra Service*

Beyond 40 hours per week, faculty are required to perform any work which the faculty member receives dedicated release time, stipends, overload, or other compensation.

7. *Same level and efficiency of service*

It goes without saying, but faculty must and of course will perform all required work with the same effectiveness, speed and professionalism on which we pride ourselves.

8. *Faculty prioritization of work in the 30-hour primary assignment and five hours per week of committee, governance and college service.*

We understand that faculty have traditionally volunteered by working far more than the required 30 hours in their primary assignment, and more than five hours of governance work. In deciding how to choose which work to now perform to meet these requirements, without volunteering unpaid service, faculty should prioritize based on their professional determination of which work is most important to include in the assigned hours per week.

## WHAT WORK IS VOLUNTARY?

This voluntary service includes, but is not limited to:

1. Nonteaching faculty performing voluntary service beyond the contractually required 40 hours per week, or volunteering to perform service on holidays, weekends, or on more than the required number of work days in the work year (for most instructional faculty, 175 days; for DSPS specialists, librarians, and coordinators, 197 days; for counselors, by contract either 175 or 197 days);
2. Teaching and nonteaching faculty voluntarily performing more than the required five hours per week of committee or college service, or performing such service during intercession or summer, winter or spring breaks;
3. Voluntary accreditation work not included in a faculty member's five hours of committee or college;
4. Departmental service, including curriculum development, division responsibilities and program review that would extend an instructional faculty member's primary assignment (which already includes teaching, grading, prep, and professional growth) **beyond 30** hours per week;

5. Voluntary work performed outside of the regular academic year not included in a faculty's members required work duties;

6. Voluntary work for associated College entities, foundations or organizations; and

7. Perform voluntary substitution duties for faculty absent from work due to illness, injury or other lawful reasons.