

ARTICLE VIII
HOURS OF WORK

A. Ranks V-VIII: Course Load and Class-Size Maxima

All full-time faculty must select a type of contract for the Fall & Spring Semesters (their Academic Year Contract) upon hire in accordance with the workload options outlined below. Once faculty select a workload option, they cannot decrease their workload option for the remainder of their employment with the College. Faculty may increase their workload to a higher workload option with the approval of the Vice President of Academic & Student Success.

(1) (a) For all Employees hired in disciplines listed in this section, course load options shall be 27 credit hours or 30 credit hours for the academic year, with three (3) contact hours being equal to two (2) credit hours for laboratories and culinary arts cooking courses.

ARCHITECTURE, DESIGN, AND CONSTRUCTION (ADC)
APPLIED ENGINEERING & TECHNOLOGY (AET)
AUTOMOTIVE TECHNOLOGY (AT)
BIOMEDICAL EQUIPMENT TECHNICIAN (BMET)
CHEMISTRY (CHEM)
COMPUTER INFORMATION SYSTEMS (CIS)
COMPUTER SCIENCE (CSCI)
CULINARY ARTS (CULA)
ENGINEERING (ENGR)
PHYSICS (PHYS)
SCIENCE, TECHNOLOGY, AND SOCIETY (STS)

In laboratories, the maximum number of students shall be dependent on the number of student stations. The number of students in a lecture class shall not exceed a maximum of 32 students.

(b) For all Employees hired in disciplines listed in this section, course load options shall be 30 credit hours for the academic year with three (3) contact hours being equal to two (2) credit hours for laboratories.

BIOLOGY (BIOL)

In laboratories, the maximum number of students shall be dependent on the number of student stations. The number of students in a lecture class shall not exceed a maximum of 32 students.

For all Employees hired in disciplines listed in this section, course load options shall be 27 credit hours or 30 credit hours for the academic year with three (3) contact hours being equal to two (2) credit hours for laboratories.

ACCOUNTING (ACCT)
AMERICAN SIGN LANGUAGE (ASL)
ANTHROPOLOGY (ANTH)
ART (excluding studio courses) (ART) ASL/ENGLISH INTERPRETING (INT)
BLACK STUDIES (BLAS)
BEHAVIORAL HEALTH/HUMAN SERVICES (BHHS)
BUSINESS LEADERSHIP (BUSL) COMPUTER FORENSICS (CF)
CRIMINAL JUSTICE (CJ) DIGITAL FORENSICS (DF) COUNSELING (COUN)
EARTH SCIENCE (EASC)

ECONOMICS (ECON)
EDUCATION (ED)³
FASHION MERCHANDISING AND MARKETING (FMM)
FINANCE (FIN)
FIRE SCIENCE (FSCI)
FOUNDATIONAL MATHEMATICS (FNMT) 1
GENDER STUDIES (GS)
GEOGRAPHIC INFORMATION SYSTEMS (GIS)
GEOGRAPHY (GEOG)
HEALTH (HLTH)
HISTORY (HIST)
HUMANITIES (HUM)
INTERDISCIPLINARY STUDIES (IDS)
LEADERSHIP (LEAD)
MANAGEMENT (MNGT)
MARKETING (MKTG)
MATHEMATICS (MATH)¹
MUSIC (MUS)²
PARALEGAL STUDIES (PLS)³
PHILOSOPHY (PHIL)
POLITICAL SCIENCE (POLS)

¹ Hours listed as laboratory hours in the catalogue shall be counted as credit hours when taught by mathematics teachers in Ranks V through VIII.

² 1. Except for purposes of layoff or recall, full-time teachers will teach ensembles and applied music on an overload basis only. In those instances, a 2:1 ratio of ensembles (rehearsal) and applied music (instruction) contact hours to credit hours will be used.

(a) A full-time faculty member will not be displaced if nine credit hours of instruction for which he/she is qualified is available, including ensembles and applied music calculated at the ratio listed above.

(b) A full-time faculty member on the preferred recall list will be recalled if nine credit hours of instruction for which he/she is qualified is available, including ensembles and applied music at the ratio listed above.

2. For part-time teachers, the ratio referred to above will be used in complying with the definition of a part-time instructor under Article I, Section B, of this Agreement.

3. All overload instructional hours shall be paid at the applicable contact hour rate.

³ In PLS 111 and PLS 112, the number of students in a class shall not exceed a maximum of 25. In the successors to ECE 195, ECE 196, ECE 253 and ECE 296, the number of students in a class shall not exceed a maximum of 18. In Education 202, the number of students in a class shall not exceed a maximum of 18.

PSYCHOLOGY (PSYC)
REAL ESTATE (RE)
RELIGIOUS STUDIES (RS)
SOCIOLOGY (SOC)
TOURISM AND HOSPITALITY MANAGEMENT (THM)

For the disciplines listed in this section (2), the number of students in a class shall not exceed a maximum of 32 students.

(2) (a) For all Employees hired in disciplines listed in this section, course load shall be 36 contact hours for the academic year.

ART (STUDIO COURSES AND CERAMICS)

(b) For all Employees hired in disciplines listed in this section, course load options shall be 33 contact hours or 36 contact hours for the academic year.

PHOTOGRAPHIC IMAGING (PHOT)

(c) For all Employees hired in disciplines listed in this section, course load options shall be 27 contact hours or 30 contact hours per academic year for those faculty who teach lectures only, or 33 contact hours or 36 contacts per academic year for those faculty who teach a combination of modes (lecture, laboratory, clinical).

ALLIED HEALTH (AH)
DENTAL HYGIENE (DH)
DIAGNOSTIC MEDICAL IMAGING (DMI)
NUTRITION (NUTR)
MEDICAL ASSISTING (MA)
MEDICAL LABORATORY TECHNICIAN (MLT)
OPHTHALMIC (OPH)
PUBLIC HEALTH (PH) RESPIRATORY CARE TECHNOLOGY (RESP)

The total workload for the year shall be computed as follows:

All Lecture			
Workload		27 contact hours (all lecture)	30 contact hours (all lecture)
Semester 1		15 contact hours (all lecture)	15 contact hours (all lecture)
Semester 2		12 contact hours (all lecture)	15 contact hours (all lecture)
		Receives 27 credit/33 contact hour salary	Receives 30 credit/36 contact hour salary

or

Combination of lecture, lab and/or clinical each semester			
Workload		33 contact hours (combination lecture, lab and/or clinical)	36 contact hours (combination lecture, lab and/or clinical)
Semester 1		18 contact hours (combination of lecture, lab and/or clinical)	18 contact hours (combination of lecture, lab and/or clinical)
Semester 2		15 contact hours (combination of lecture, lab and/or clinical)	18 contact hours (combination of lecture, lab and/or clinical)
		Receives 27 credit/33 contact hour salary	Receives 30 credit/36 contact hour salary

or

It is possible to have one semester all lecture and the other semester a combination of lecture, lab and/or clinical.

Lecture only one semester and Lecture, lab and/or clinical combination other semester			
Workload			
Semester 1		12 contact hours (all lecture)	15 contact hours (all lecture)
Semester 2		18 contact hours (combination of lecture, lab and/or clinical)	18 contact hours (combination of lecture, lab and/or clinical)
		Receives 27 credit/33 contact hour salary	Receives 30 credit/36 contact hour salary

(d) For Employees in disciplines listed in this section, course load shall be 30 contact hours

NURSING (NURS) The total workload for the year shall be computed as follows:

30 contact hours	Combination of lecture, lab and/or clinical each semester
Receives the 24 credit/30 contact hour salary	

For those disciplines specified in this paragraph (3) that meet in laboratories, the maximum number of students shall be dependent on the number of student stations. The number of students in a lecture class shall not exceed a maximum of 32 students. In any event, where team teaching had been utilized in the past, it may continue and with respect thereto, the aforesaid maxima shall not apply.

(3) For all Employees hired in disciplines listed in this section, course load options shall be 27 credit hours or 30 credit hours for the academic year.

ENGLISH (ENGL)
WORLD LANGUAGES

For these disciplines, the number of students in a class shall not exceed 28 students, (as more fully specified as to world languages in Exhibit "A" to the Letter of Agreement, attached hereto and made a part hereof), except that for English 101, 109, 125, the maximum number shall be 23 and for English 102, 104, 108, 112, 114, 115, 116, 120, 131, 132, 135, 136, 137, 142, 205 and 210, the maximum number shall be 25. For English 141, the maximum number shall be 20. In Humanities courses, the maximum number of students shall be 28.

(4) In developmental and remedial courses, the number of students in a class shall not exceed 20.

(5) In Counseling 101, the maximum number of students shall be 23.

(6) Class-size maxima as determined for normal academic year loading shall prevail for courses and sections taught by part-time teachers, through overload and summer teaching, and in offerings of the Division of Adult and Community Education and Corporate Solutions or their successors in function; provided, however, that this paragraph shall not apply to credit-free offerings of the Division of Adult and Community Education and Corporate Solutions or their successors in function.

(7) (a) Exceptions to the above maxima are allowable to permit:

(i) Innovative educational experimentation, and/or

(ii) To provide for educationally exceptional experiences.

(b) Anything herein to the contrary notwithstanding, with respect to television courses given by bargaining unit members, a sub-committee composed of three (3) individuals designated by the College and three (3) individuals designated by the Federation shall be formed forthwith following ratification of the Labor Agreement. In addition, an individual mutually agreed upon by the parties hereto shall serve on the committee and shall be its Chairperson.

The committee shall meet and discuss the program and advise the respective bargaining teams of the College and the Federation regarding the committee members' thinking on such matters as credit for load (and whether work pertaining to the program should be done in load or as an overload), class size considerations, course design, course materials and the like. Also, the committee shall be free to utilize such resource people and data as is deemed appropriate.

The College and the Federation shall be bound by the final, complete recommendation of a majority of the committee. Until such recommendation or arbitration award is issued, the program shall be considered experimental.

Anything herein to the contrary notwithstanding, television courses shall be considered a form of Distance Learning.

(8) Class-size maxima shall be calculated as of the date on which drop-and-add ends in each session or academic year semester.

(9) An Employee shall be assigned no more than three (3) preparations per semester provided, however, that a first-year teacher shall have no more than two (2) preparations for his/her first semester at the College unless such a schedule is administratively impossible and provided, further, that for Employees teaching English and Foreign Languages the maximum number of preparations shall be two (2) per semester unless the Employee requests additional preparations.

(10) Each teaching Employee shall maintain a minimum of six (6) office hours per week except for office hours for those teaching in the Allied Health Programs, which shall be a minimum of five (5) per week. Office hours for each such Employee shall be held on at least three (3) separate workdays and shall be posted not later than one (1) calendar week after the beginning of classes in a location immediately outside the Employee's office.

(11) Disciplines added to the offerings of the College during the period of this Agreement shall be placed within that section among sections 1 through 4 with which they are most similar in consultation with the Federation and on the basis of the facts.

(12) Any team teaching requires College's prior approval and its prior agreement as to allocations of course load credit.

(13) The Department Head may request and faculty members may volunteer to instruct additional student(s) above the class maximum in any course. A faculty member who agrees or volunteers to teach additional student(s) above the class maximum as stated in this Article and has additional student(s) in a class at census date shall be entitled to compensation as follows: i) less than four (4) additional students = \$300.00; ii) less than eight (8) but more than four (4) additional students = \$600.00.