

## ARTICLE 20

### WORKLOAD

#### Instructional Faculty: Professional Responsibilities

- 20.1
- a. The primary professional responsibilities of instructional faculty members are: teaching, research, scholarship, creative activity, and service to the University, profession and to the community.
  - b. Faculty members have additional professional responsibilities such as: advising students, participation in campus and systemwide committees, maintaining office hours, working collaboratively and productively with colleagues and participation in traditional academic functions.
  - c. The performance of instructional responsibilities extends beyond duties in the classroom and includes such activities as: preparation for class, evaluation of student performance, syllabus preparation and revision, and review of current literature and research in the subject area, including instructional methodology. Research, scholarship and creative activity in the faculty member's field of expertise are essential to effective teaching. Mentoring students and colleagues is another responsibility that faculty members are frequently expected to perform.
  - d. The professional responsibilities of faculty members include research, scholarship and creative activity, which contribute to their currency, and the contributions made within the classroom and to their professions. The professional responsibilities of faculty members are fulfilled by participation in conferences and seminars, through academic leaves and sabbaticals that provide additional opportunities for scholarship and preparation, and through a variety of other professional development activities.
  - e. The parties understand that instructional faculty members may not normally participate in all activities identified in this Article during each academic term or year.
- 20.2
- a. The composition of professional duties and responsibilities of individual faculty cannot be restricted to a fixed amount of time, and will be

determined by the appropriate administrator after consultation with the department and/or the individual faculty member.

- b. The instructional assignments of individual faculty members in the classroom, laboratory, or studio will be determined by the appropriate administrator after consultation with the department chair or designee and/or the individual faculty member. The department or other appropriate unit's overall instructional or course assignments shall be consistent with department and student needs.
  - c. The scheduling of academic leaves, sabbaticals, and other professional responsibilities will be determined by the appropriate administrator after consultation with the department chair or designee and/or the individual faculty member and shall be consistent with campus policies on such matters.
  - d. The parties agree to continue the current practice regarding the calculation of Weighted Teaching Units for the purpose of determining time base for both appointment and benefits eligibility.
- 20.3
- a. Members of the bargaining unit shall not be required to teach an excessive number of contact hours, assume an excessive student load, or be assigned an unreasonable workload or schedule.
  - b. In the assignment of workload, consideration shall be given at least to the following factors: graduate instruction, activity classes, laboratory courses, supervision, distance learning, sports, and directed study. Consideration for adjustments in workload shall be given to at least the following: preparation for substantive changes in instructional methods, research, student teacher supervision, thesis supervision, supervision of fieldwork, and service on a University committee.
  - c. In determining what is "excessive" or "unreasonable" under this section, the items listed under 20.3b, above, as well as the number of students seeking to take courses in the academic area, the distribution of student enrollment, the level of support provided the program, and the effects of the introduction of new instructional technologies, and the prior practices of the University shall be among the primary elements to be considered. The parties agree that consideration of the prior practices of

the University shall include the calculation of Weighted Teaching Units in prior years.

- d. The parties agree to jointly request from the Legislature the amount of monies necessary to fully implement the jointly developed response to ACR 73 in each fiscal year of this Agreement. The request shall be given priority status in the University's budget submission to the State for each of the fiscal years of this Agreement.

#### Work Year

20.4 The work year of an academic year employee shall not exceed one hundred eighty (180) workdays or days in lieu thereof. This provision shall not preclude the establishment of an academic year calendar equaling less than one hundred eighty (180) days. The campus academic calendar shall establish workdays of academic year employees.

#### 20.5 Ten (10) Month Work Year

The work year of a full-time ten (10) month employee shall be the number of fiscal year workdays within the assigned ten (10) months. Such employees shall be available for scheduled assignments on fiscal year workdays or on any day of the week in lieu thereof within the assigned ten (10) months. The appropriate administrator shall determine the ten (10) months of an employee's work schedule.

#### Twelve (12) Month Work Year

20.6 The work year of a full-time twelve (12) month employee shall be the number of fiscal year workdays within the assigned twelve (12) months. Such employees shall be available for scheduled assignments on fiscal year workdays or on any day of the week in lieu thereof within the assigned twelve (12) months.

#### Work Hours – Casual Employment

20.7 Casual employment employees may be assigned on an hourly or a per job basis.

### Substitute Assignments

- 20.8 A faculty employee who is assigned temporary substitute duty of a short duration, which shall normally be up to twenty (20) days, shall be compensated at the faculty substitute rate. Temporary substitute assignments of a longer duration, which shall normally be greater than twenty (20) days, shall be compensated by an appropriate workload reduction as soon as practicable or, if the employee is not employed in the next academic term, the employee shall be appropriately compensated upon separation for the class hours taught. For compelling reasons, a faculty employee may decline such an assignment. Nothing in this provision shall preclude faculty employees from making informal voluntary substitute arrangements of short duration with a University colleague, subject to the approval of the department chair.

### Librarian Employees: Assignment of Responsibility

- 20.9 The assignment of a librarian employee may include, but shall not be limited to, library services, reference services, circulation services, technical services, on-line reference services, teaching in library subject matter, service on systemwide and campus committees and task forces, and activities that foster professional growth, including creative activity and research. The nature of such assignments shall correlate closely with activities expected of librarian employees to qualify for retention, tenure, and promotion and, following tenure, activities expected of librarian employees in order to maintain their role as contributing members of the bargaining unit. Such assignments shall be made by the appropriate administrator after consultation with the librarian employee.
- 20.10 A librarian employee may be assigned by the appropriate administrator to serve at off-campus locations. Prior to making such an assignment, agreement of the librarian employee shall be sought. A librarian employee shall be reimbursed for approved expenses incurred by such assignment at off-campus locations. Assignments/schedules may be adjusted when such assignment to an off-campus location requires travel time greater than the travel time from the employee's home to the main campus.

### Counselor Faculty Unit Employees: Assignment of Responsibility

- 20.11 The assignment of a CFUE may include but shall not be limited to individual counseling, group counseling, consultation and referral, intern training and

supervision, teaching, service on systemwide and campus committees and task forces, and activities that foster professional growth including creative activity and research. The nature of such assignments shall correlate closely with activities expected of CFUEs in order to qualify for retention, tenure/permanency, and promotion, and after tenure/permanency, activities expected of counselor employees in order to maintain their roles as contributing members of the campus community. Such assignments shall be made by the appropriate administrator after consultation with the CFUE.

### Librarian and Counselor Assignments and Schedules

- 20.12 At the request of a counselor or librarian employee, the appropriate administrator shall discuss present assignments and future assignments with the counselor or librarian employees. Assignments pursuant to this Article shall be made by the appropriate administrator.
- 20.13 The affected librarian or counselor employee may request a particular work schedule. All such schedules shall be subject to approval by the appropriate administrator.
- 20.14 A librarian or counselor employee shall normally be required to be on campus on his/her workdays as defined by his/her work year.
- 20.15 The Assignment/Schedule of a full-time librarian or counselor employee shall be an average of forty (40) hours in a seven (7) day period. This provision shall apply pro rata to a less than full-time librarian or counselor employee.
- 20.16 A librarian employee employed on a twelve (12) month basis in a fiscal year may elect to be employed for one or more fiscal years on a ten (10) month basis. A librarian employee shall provide written notice to the appropriate administrator at least six (6) months prior to the proposed effective date of the 10/12-work plan.
- 20.17 A librarian employee may elect the 10/12-work plan for one (1) or more fiscal years. Once a librarian employee has filed a notice of election and been approved to participate in the 10/12 work plan for more than one (1) fiscal year, an alteration of one (1) or more fiscal years from those originally chosen shall be subject to approval by the President.

- 20.18 A 10/12-work plan yearly schedule shall provide that the appropriate periods of time in work status and non-work status shall be scheduled within one (1) fiscal year.
- 20.19 During an initial year of employment, a yearly schedule for a librarian employee in the 10/12-work plan program shall normally be ten (10) consecutive pay periods in work status followed by two (2) consecutive pay periods in non-work status. In subsequent years, the two (2) months in non-work status need not follow the ten (10) months in work status.
- 20.20 At the time of election and approval to participate in the 10/12-work plan, the librarian employee shall identify the two (2) months in non-work status. The appropriate administrator shall approve the two (2) month period unless it is determined by the appropriate administrator that library operations will be impaired. Should this occur, the appropriate administrator shall designate at least two (2) alternate two (2) month periods from which the librarian employee will choose one (1).
- 20.21 A librarian employee participating in the 10/12-work plan shall receive his/her ten (10) month annual salary in twelve (12) equal salary payments and appropriate benefits on a twelve (12) month basis.
- 20.22 A librarian employee moving from a twelve (12) month status to the 10/12-work plan shall retain his/her salary anniversary date.
- 20.23 A librarian employee on the 10/12-work plan shall accrue sick leave, vacation, and seniority credit during the full twelve (12) month period.
- 20.24 Ten (10) months of service by a librarian employee in the 10/12-work plan shall constitute one (1) year of service for employment status matters, merit salary adjustment, and retirement.

#### Coaching Employees: Assignment of Responsibility

- 20.25 The assignments of a coaching employee may include, but shall not be limited to, coaching and related duties, service on appropriate systemwide and campus committees and task forces, public services, teaching responsibilities and student advising.

20.26 By virtue of the nature of coaching service, the assignments, location of assignments, and schedules of assignments may vary. Such assignments shall be made by the appropriate administrator. A coaching employee shall be reimbursed for approved expenses incurred by assignments at off-campus locations.

#### Coaching Employees Assignments and Schedules

20.27 At the request of the coaching employee, the appropriate administrator shall discuss assignment and future assignments with the coaching employee. Assignments pursuant to this Article shall be made by the appropriate administrator.

20.28 The coaching employee may request a particular schedule within the confines of program requirements. All schedules shall be subject to approval of the appropriate administrator.

#### Coaching Employees Work Hours

20.29 The work hours of a full-time coaching employee shall be an average of forty (40) hours in a seven (7) day period. This provision shall apply pro rata to a less than full-time coaching employee.

#### Department Chair Assignments

20.30 Department chairs shall normally be selected from the list of tenured or probationary faculty employees recommended by the department for the assignment.

20.31 Such department chairs shall perform duties and carry out responsibilities assigned by the President.

20.32 Such department chairs shall be appointed by the President and shall serve at the pleasure of the President.

#### Marginal Cost Funding Increase

20.33 The parties shall jointly work on ways they can increase marginal cost funding.

### Student/Faculty Ratio and Student/Tenure-Track Faculty Ratio

20.34 The California State University and the California Faculty Association agree that educational quality is a function of the number and quality of faculty resources. The parties also agree that a lower Student/Faculty ratio (SFR) and a lower Student/Tenure-Track Faculty ratio (STTFR) improve the quality of instruction.

### Academic Year Assignments

20.35 Academic year assignments shall consist of two (2) semesters or three (3) quarters not including summer term unless so specified in the appointment letter.