

## **ARTICLE XIV ASSIGNMENT, CONTRACT YEAR, HOURS OF SERVICE, AND PROFESSIONAL DUTIES**

### **I. Right of Assignment**

- A.** The Dean has the right to assign and/or approve each full-time faculty member's workload.
- B.** The Dean has the right to assign and approve each part-time faculty member's workload and particular assignment(s).
- C.** The Dean and faculty member will mutually agree to office hours, and committee/college service hours.
- D.** The Dean will give first consideration to full-time faculty members for additional assignments such as overload, summer session, special projects.

### **II. Contract Year**

A contract year for full-time faculty members shall be 178 days divided into the traditional fall and spring semesters as published in the Academic Calendar.

### **III. Hours of Service**

Full-time faculty members are expected to work no less than thirty-six (36) hours per week for their 30 LHE yearly assignment. A typical semester workload shall be comprised of:

#### **A. Lecture Assignment:**

- 1. Fifteen (15) hours per week of classroom or equivalent instruction.
- 2. Fifteen (15) hours per week for grading, record keeping, student advising, appointments, classroom preparation, and other professional duties as assigned.
- 3. Five (5) office hours per week during each week of the semester, including finals' week.
- 4. One (1) hour per week of committee and/or college service.

#### **B. Non-Lecture Assignment:**

- 1. Thirty (30) hours per week of direct student contact, outreach, and program specific assignments
- 2. Five (5) office hours per week.
- 3. One (1) hour per week of committee and/or college service.

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**IV. Professional Duties within the Hours of Service**

**A. Each faculty member shall:**

1. Comply with their individual workload assignments.
2. Take responsibility for curriculum and program development, updates, and technical/program reviews.
3. Read, respond to, evaluate all student work, and report final grades to Admissions, Records, and Enrollment Services by an announced deadline each semester.
4. Respond to student academic concerns.
5. Report all personal absences to the Dean.
6. Participate in program review and college accreditation processes as appropriate.
7. Complete his or her Flex obligation, calculated at 4.2 hours per Flex day as designated in the Academic Calendar.

**B. Full- and part-time faculty members are encouraged to attend and participate in:**

1. Both Fall and Spring District-wide Opening Sessions convened by the Chancellor.
2. Both Fall and Spring opening sessions convened by the College President.
3. Regularly scheduled departmental, division, school meetings convened by the Dean.
4. Professional development activities offered throughout the Flex calendar.
5. Commencement.