REVISED VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
TO THE
VICTOR VALLEY COLLEGE FACULTY ASSOCIATION
November 5, 2026

The collective bargaining proposals herein by the Victor Valley Community College District to the Victor Valley College Faculty Association, CTA/NEA Chapter 1169, are made expressly pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement between the parties. All components of this proposal are required to be accepted for it to take effect. If any portion of this proposal is rejected, all other portions of this proposal are deemed to have been rejected as well.

The following article shall be deemed to remain unchanged in the Collective Bargaining Agreement except as set forth below:

ARTICLE 12:
FULL-TIME INSTRUCTIONAL ASSIGNMENTS

A. Instructor Assignments

1. For a sixteen (16) week semester, the teaching assignment will be:

a. 16.875 lecture hours per week, or
b. 20.25 hours of individualized instruction per week, or
c. 23.625 hours of laboratory per week, or
d. A combination of any of the above
e. Work Experience 125 students to one instructor (Title 5, Section 58051)

[Moved from Line 57 below.]

2. ~~***A full-time instructor's obligation to the District is 35 hours per week.***~~ An hour of instruction is defined in the Student Attendance Accounting Manual.

3. All full-time instructors have ~~**a professional** *responsibility* **duties**~~ and obligation~~s~~ to the students and the District that extends beyond the formal lecture, individualized instruction, laboratory assignments, and office hours. These ~~**responsibilities**~~ shall include: curriculum evaluation and revision, grading, course preparation, faculty meetings, serving on committees, **the timely submission of** Student Learning Outcome Assessments~~,~~ **and** Program Learning Outcome Assessment**s** (when applicable) **within five (5) days after grades are due**, and contributing to program review for their discipline. Assignments may also include attending professional conferences.

4. ~~**Unless mutually agreed by the Chief Instructional Officer or designee and the respective faculty member, no** **In addition to the above responsibilties, all** full-time faculty member shall **provide** **or** be assigned ~~**more than at least** **a total of** *eighteen (18)* **sixteen**~~ hours ~~***(16) of additional professional responsibilities***~~ *per semester* **of professional responsibility, which may include** ~~**for the purpose of**~~ attending District faculty meetings, serving on participatory governance, Academic Senate~~, Association~~ or similar committees, search committee(s) (including FER work), probationary tenure committees, peer reviewing for tenured evaluations, task forces, ad hoc committees, student clubs as faculty advisor(s), on-campus professional development, off-campus professional development, advisory

groups/committees, DEIA activities, and any other college or department activities that support and enhance teaching and learning at Victor Valley College, or any other activity mutually agreed upon by the District and the full-time faculty member.

Faculty must provide documentation to their immediate supervisor to substantiate their ~~16~~ eighteen (18) hours of service upon request~~in order to be considered for overload assignments above 160%~~. Hours completed during intersession will not count toward this requirement.

~~1. For a sixteen (16) week semester, the teaching assignment will be:~~

~~a. 16.875 lecture hours per week, or~~
~~b. 20.25 hours of individualized instruction per week, or~~
~~c. 23.625 hours of laboratory per week, or~~
~~d. A combination of any of the above~~
~~e. Work Experience 125 students to one instructor (Title 5, Section 58051)~~

[Moved to Art. 12.A.1 above.]

~~5~~2. Contract and regular faculty members must complete their annual faculty assignment within the semesters of the academic year and shall not be required to teach during the winter session or summer session.

~~3~~6. Faculty and administration must mutually agree on all Saturday assignments.

~~4.~~ ~~No unit member shall be required to complete any work outside of the M-F work week, including Saturdays (with the exception of mutual agreement as per Article 12.A.3) and holidays. No District mandatory due dates shall fall on weekends or holidays.~~

7. Unit members who are not on contract/teaching during Winter/Summer sessions are not obligated to be available during that session.

8~~5~~. Definitions of teaching modalities impacting unit member assignment load/Unit of Pay (UOP) related to working conditions:

a. On campus, synchronous: includes web-enhanced courses.
b. 100% online, asynchronous: (see Article 13).
c. Hybrid: synchronous on campus/asynchronous online; (see Article 13).
d. Remote: off-campus synchronous online at the days/times in the college's class schedule; (see Article 13).
e. Hy-flex: on-campus synchronous online at the days/times in the college class schedule; (see Article 13).
f. College and Career Access Pathways (CCAP): high school campuses, face-to-face or online; as per Article 13.
g. Correspondence: asynchronous instruction via mail/electronic format provided through the District via regular mail, high support email or other methods as defined by the Academic Senate, for students who are separated from the instructor and have restricted access to other modalities the District offers, as in the case of justice-involved students.
h. Non-Credit: courses which have no credit associated with them and may be repeated by students an unlimited number of times. Non-credit offerings can be stand-alone courses which do not require extensive

assessment or examinations. Any online non-credit courses are restricted to DE-certified unit members.

~~96~~. **~~Beginning Fall 2024, a~~A**ll departments must create and implement, with the consent of all unit members in the department and in consultation with their area administrator, a process for the equitable distribution of classes for full-time annual load and hourly/UOP assignments reflecting commitment to student need, improving student success rates, service to underrepresented minority students, low-income students, and part-time students. This process must include:

a. A timeline consistent with the language in Article 21 regarding Fall, Winter, Spring and Summer scheduling notification to all full-time faculty in a department for the selection of classes.

b. An initial seniority list based on years of district service (hereafter referred to as the "rotating seniority list"). In the case of multiple hires in the same academic year, the initial seniority placement by the District at the hiring date will determine unit member placement on this rotating list. This rotating seniority list will operate all semesters and sessions classes are offered, and will rotate every semester and session (for Winter/Summer sessions, a decision not to teach any classes available is a choice, and the unit member shall rotate to the bottom). All class selection choices must be in writing to apply to the semester/session.

c. Unit members may select assignments in any District-offered teaching modality **in the discipline for which they are currently contracted for full-time employment. ~~are qualified~~**. Unit members' selections will be based on the schedule sent to department chairs by their area administrators and revised as needed as per the department's course selection process described below and in Article 21, up to a maximum of 60% or .60 FTEF in excess of a full-time instructional teaching load per semester. The area dean may approve an additional 7% or .07 FTEF due to irregular lecture/lab units or when an overload assignment exceeds 60%. Additional hourly/unit of pay assignments for the semester may be awarded with the approval of the unit member and Chief Instructional Officer or designee. A departmental process where the equitable distribution of annual load and hourly classes will be implemented can include (but is not limited to):

i. Each unit member, beginning with the senior member on the rotating seniority list in the first semester implemented, chooses one class in rotation until all unit members have reached annual load obligations. UOP/hourly classes will follow the same format. Unit members who are not provided with hourly classes ***~~or~~ below 160%*** due to lack of availability will have the first right of refusal among faculty on any ***~~unstaffed or~~*** added sections, based on their position on the rotating seniority list; for additional online sections, the unit member must be DE-certified to be eligible to teach DE courses (see Article 13).

ii. Each unit member submits their choices, and conflicts in scheduling will be determined by placement on the rotating seniority list. All unit members must make their contractual

semester load before any full-time faculty member can have the opportunity to choose available additional hourly classes.

iii. Any other process that all unit members in a department have agreed to that reflects equity in class choice and contractual load obligations being met before hourly classes are chosen or assigned.

iv. Selection of hourly/UOP classes shall follow the department's rotating seniority list and class selection process established for contractual load classes.

v. The rotating seniority list will be distributed to all unit members in the department and a copy will be sent to the dean's office.

vi. Every three years, the class selection process shall be reviewed by the department and the area administrator for contractual load classes and hourly/UOP classes to ensure the current process meets the needs of the department, underrepresented minority students, low-income students, and part-time students. Any revisions to the class selection process shall follow the process described in Article 12.A.6.c, and must include written consent from all members of the department.

d. Notwithstanding the above, the District maintains the right of assignment to the extent authorized by law, and the Dean or appropriate administrator may make changes to any faculty assignment deemed to be in the best interests of students or the District.

e. A violation of Article 12.A.6(a-c) above caused by unit members is not subject to grievance processes.

B. **Overload,** Irregular Loads and Load Balancing

1. **Overload**

a. No unit member shall be assigned over 100% load, including noncredit sections, regardless of modality or length of term (including, but not limited to, 8-/12-/16-week sessions), without mutual consent.

b. All assignments in excess of 100% semester contractual load will be paid at the unit of pay rate (with the exception of those listed in 12.E which will be paid hourly) in the semester they occur.

c. When a course with both lecture and lab components is taught by multiple faculty members, and an instructor is assigned solely to either the lecture or the lab, they will receive units of pay or contractual load for their respective assignment. For instance, if one instructor is assigned to teach the entire lecture portion, they will be compensated with units of pay for the lecture. However, if two or more instructors share the lecture or lab load, they will be paid hourly for their respective portions.

2. If a faculty member's contractual load does not total 100%, and the faculty member is teaching additional classes for unit of pay, a portion of their unit of pay contract will be used to balance the deficit. **When a faculty member teaches in a multi-instructor course as part of their contractual load, their load will be calculated based on the number of hours they are assigned to the course.**

3. If a faculty member's contractual load does not total 100% in the fall or spring semester and the faculty member is not teaching additional classes for unit of pay, the district shall balance the load in the semester the under load occurs. Additional duties may be assigned by the district which may include but are not limited to: curriculum development, new course preparation, additional office hours, or an additional class (or any combination of the above) within the unit member's minimum qualifications.

C. Units of Pay. When full-time faculty teach lab classes for hourly/units of pay, 1 lab unit (1 student credit unit) equals 48-54 student contact hours and 54 hours of compensation. When full-time faculty teach lecture classes for hourly/units of pay, 1 lecture unit (1 student credit unit) equals 16-18 student contact hours, and 18 hours of compensation.

D. Unit of Pay Contracts

1. When preparing load sheets and unit of pay contracts, ~~**lecture classes will be counted toward contractual load first, and then lab classes**~~ **assignments will be added to the contractual load in the following order:**
   a. **Released / Reassigned Time / Lecture**
   b. **Face-to-face Laboratory regardless of load size up to 40% if the in-person requirement is not satisfied by the lecture (D.1.a)**
   c. **Other modalities of instruction**
   ~~***d. Non-instructional assignments that count towards load***~~

2. Unit of Pay contracts will be available for faculty to sign before the start of the semester or session.

E When assignments are not part of a faculty member's contractual load, the following will be paid at the hourly rather than unit of pay rate:

1. Assignments that do NOT meet at regularly fixed dates and times
2. Non-credit courses
3. **Multi-Instructor course where the lecture load of the course is assigned to two or more faculty members** ~~**Lecture/lab courses with only partial lab hours assigned to the instructor**~~
4. **Multi-Instructor course where the lab load of the course is assigned to two or more faculty members**
5. Open lab courses
~~**5. Courses with multiple instructors (i.e.,: EMT, AJ, FT, Nursing, etc.)**~~
6. Work Experience
7. Partial Course Assignments (replacements)
8. Non-teaching assignments such as librarians, counseling, curriculum revision, and other assignments without regularly fixed hours and dates.
9. Open lab courses where instructors are not assigned a specific class section.
10. Other assignments as needed.

When a faculty is teaching in a multi instructor course and the load is counted as part of their contractual load the load will be calculated utilizing the number of hours the faculty member is assigned to the course.

F. Scheduling of Fall and Spring Classes and the Assignment of Faculty

1. Full-time instructional faculty shall be assigned to the schedule without classification as to location, day, or evening program. The schedule should be arranged so that the classes on a single day do not span a period greater than 8 hours without permission, in writing, of the instructor. The Chief Instructional Officer ~~of~~**for** designee shall have the responsibility and authority to determine the scheduling of classes and the assignment of full-time faculty.

   No unit member will be required to teach correspondence or CCAP courses unless necessary to make full load and no other class sections in which the faculty member is qualified are available at the main campus, online, or other District locations. Any additional work required on days outside the VVC calendar shall be compensated at 1/175 of their annual salary.

2. Each department chair, in conjunction with the full-time faculty members in their department, will develop a class schedule, as per Articles 21 and 12.A.6 above, which must be approved by the CIO or their designee.

3. The Office of Instruction will provide each department chair with correct scheduling materials and a scheduling production timeline, once the yearly calendar is negotiated (Article 10). The Department Chair shall forward the schedule to all unit members within one working day (M-F) of receipt from the Office of Instruction. The Department Chair in collaboration with the full-time faculty in their department shall have twelve (12) working days to compile the department schedule, as per Articles 21 and 12.A.6 above.

   i. All District-offered modalities shall be available for unit members' selection, including non-credit, correspondence and CCAP courses, when practical.

   ii. Only DE-certified unit members are eligible for online/hybrid/remote/hy-flex sections (see Article 13).

4. The Chair shall include full time faculty in the email submission of the schedule to the dean.

5. The department chair will be included in the email when the dean sends the approved schedule to the Office of Instruction. Full-time faculty shall be guaranteed review of any changes to the recommended schedule by the dean and/or the Office of Instruction prior to the inputting of the schedule in to the Colleague system, as per Article 21 and 12.A.6 above.

6. Twelve (12) days after the department chair sends their email, (see 12.F.4), the Department Chair will submit the schedule of classes, with full-time faculty names inserted, to the CIO or designee with a copy to the assigned faculty member(s).

7. See Article 20 for Winter and Summer Instructional Assignments. Beginning Fall 2024, all departments will have their equitable scheduling process in place

(see Article 12.6), and this process will be carried over into Winter and Summer scheduling beginning Summer 2024. A copy of the department's current course selection process will be provided to all faculty members and the dean.

8. Each unit member will meet individually with their dean to review their contractual load and UOP/hourly class assignment for Fall and Spring semesters which shall take place no later than the 15th week of the preceding semester (e.g., the 15th week of Fall semester for the upcoming Spring semester). Preliminary office hour days, times and modalities**, as well as proposed eighteen (18) ~~*sixteen (16)*~~ hours of professional responsibility for the current semester,** will also be reviewed at this meeting to ensure student access and support.

9. No unit member's class assignments shall be unilaterally changed or removed without ~~*a seven-day*~~ notice.

1~~0~~. No unit member is obligated to take over-enrolled distance education classes if these classes were previously assigned to another faculty member (or from another bargaining unit), nor is a unit member obligated to retain class stacking of a section previously assigned to another faculty member (or from another bargaining unit) in order to make contractual load.

1~~0~~1. No unit member's intellectual property (as defined in Article 12.H.6) shall be provided to any other unit member in cases where a class has been built in the college's LMS and then removed from the originating unit member and given to another unit member.

G. Load Charts:

Each semester's load is one-half of an annual load~~ and is expressed as 0.500~~. The annual load is the sum of fall and spring semesters' loads~~, or 1.000~~. The charts are based on the number of weeks in the semester and the number of hours per week **based on courses administered over 16 weeks**.

16-Week Courses in a Semester

***1. Lecture/ Hours* 16 week courses**

Hours Per Week	~~Semester Load~~ Annual Load	~~Annual Load~~ Semester Load
0.56	.01667	.03333
1.125	.03333	.06667
2.25	.06667	.13333
3.375	.10000	.20000
4.50	.13333	.26667
5.625	.16667	.33333
6.75	.20000	.40000
7.875	.23333	.46667
9.00	.26667	.53333
10.125	.30000	.60000
11.25	.33333	.66667

12.375	.36667	.73333
13.50	.40000	.80000
14.625	.43333	.86667
15.75	.46667	.93333
16.875	**.50000**	**1.0000**

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2. Individualized Instruction Per Semester		
Hours Per Week	~~**Semester Load**~~ **Annual Load**	~~**Annual Load**~~ **Semester Load**
0.563	.01389	.02778
1.125	.02778	.05556
2.25	.05556	.11111
3.375	.08333	.16667
4.50	.11111	.22222
5.625	.13889	.27778
6.75	.16667	.33333
7.875	.19444	.38889
9.00	.22222	.44444
10.125	.25000	.50000
11.25	.27778	.55556
12.375	.30556	.61111
13.50	.33333	.66667
14.625	.36111	.72222
15.75	.38889	.77778
16.875	.41667	.83333
18.00	.44444	.88889
19.125	.47222	.94444
20.25	.50000	1.0000

3. Lab Hours Per Semester		
Hours Per Week	~~**Semester Load**~~ **Annual Load**	~~**Annual Load**~~ **Semester Load**
0.563	.01190	.02381
1.125	.02381	.04762
2.25	.04762	.09524
3.375	.07143	.14286
4.50	.09524	.19048
5.625	.11905	.23810
6.75	.14286	.28571
7.875	.16667	.33333
9.00	.19048	.38095
10.125	.21429	.42857
11.25	.23810	.47619
12.375	.26190	.52381
13.50	.28571	.57143
14.625	.30952	.61905
15.75	.33333	.66667
16.875	.35714	.71429
18.00	.38095	.76190
19.125	.40476	.80952
20.25	.42857	.85714
21.375	.45238	.90476
22.50	.47619	.95238
23.625	.50000	1.0000

The workload or Full-Time Equivalent Faculty (FTEF) is 1.00 or 100% per semester and may consist of lecture only, laboratory only, reassigned time, **release time,** individualized instruction only, or any combination thereof. **Any work connected to unit member contractual obligations, voluntary reassignment, or release time is counted toward the 1.00 load, except as indicated in Article XX – Grant Collaboration, Works, and Special Projects,** The following represents FTEF calculations rounded to the nearest thousandth:

a. The FTEF for lecture is calculated by dividing the maximum total number of hours of the class for the semester as defined in the approved course outline by 270. For example, a course approved for 3 hours per week will have a maximum of 54 hours. The workload is 0.20 or 54/270 = 0.20.

b. The FTEF for individualized instruction is calculated by dividing the total number of hours of the class for the semester as defined in the approved course outline by 324. For example, a course approved for 3 hours per week will have a maximum of 54 hours. The workload is 0.167 or 54/324 = 0.167.

c. The FTEF for laboratory is calculated by dividing the total number of hours of the class for the semester as defined in the approved course outline by 378. For example, a course approved for 3 hours per week will have a maximum of 54 hours. The workload is 0.143 or 54/378 = 0.143.

d. The following is an example of calculation of workload for combined lecture and laboratory:

An instructor is teaching CHEM 100 (54 hours lecture, 108 hours lab), CHEM 202 (54 hours lecture, 108 hours lab). The workload is

CHEM 100 = 0.486 or (lec 54/270 = 0.20) + (lab 108/378 = 0.286) = 0.486.

CHEM 202 = 0.486 or (lec 54/270 = 0.20) + (lab 108/378 = 0.286) = 0.486.

The total load is 0.972 FTEF or 0.486 + 0.486 = 0.972.

H. Class Size

1. Minimum Class Size

The following minimum class guidelines are to be followed during the regular academic year:

a) The Chief Instructional Officer or designee will review enrollment information **at least** 7 days before the first day of class as stated in the schedule of classes in order to determine the viability of the class section(s), consult with the full-time faculty member involved, and the impact of that cancellation on full-time faculty workload. Full-time faculty will be notified within 24 hours of a cancellation by their dean. If a cancelled class is part of the full-time faculty's load, and they are teaching extra hourly classes, one equivalent hourly class shall be moved into the contractual load. If the unit member is not teaching hourly classes, they can request available classes ~~not taught by full-time faculty~~ for which they meet minimum qualifications, or be assigned alternative duties as per Article 12.B.3.

~~If a class is permitted to continue, it will not be canceled during the semester. If the enrollment drops to zero during the semester, the instructor may be assigned other duties as indicated above in (12.B.3) if the unit member falls below their contractual load.~~

b) Except in extraordinary circumstances, as determined by the Executive Vice President or area administrator, no students shall be added to any unit member's class without the faculty member's consent. Should a situation arise where a student must be removed from a classroom, the District shall work with the department chair and unit member(s) to reach a collegial solution. Any student placed in an alternate classroom, for any reason, will be expected to adhere to the new instructor's syllabus and class requirements. **It is at the alternate instructor's discretion as to whether previous assignments or other work completed in the first class can apply to the second class.**

c) Any provisions in the Agreement applicable to class size (over-enrolled classes) during the regular school year and the summer session shall also be applicable in the winter session.

2. Maximum Course Size

In order to maintain quality instruction and to best serve students, maximum course size will be determined by the Vice President of Instruction in consultation with the discipline chair and in accordance with Best Teaching Practices as prescribed by the Statewide Academic Senate. **The maximum class size for all on-site classes will generally be ~~*limited to 30*~~ no more than 40 students. Laboratory classes will be limited to the number of functioning workstations not to exceed 40~~*30*~~ students. This maximum does not apply to online, open-lab, tutoring, music, or athletic classes.** Course maximums will be listed on the course outline of record in the course curriculum.

3. Class Stacking

a) Class stacking definition: The lecture or the lecture portion of two separate sections of the same course are scheduled at the same time, in the same room. Class stacking is voluntary; the district may not require any faculty member to stack classes.

b) No more than 2 sections of a lecture or lecture portion of a course may be stacked together.

c) Class stacking may be requested by the district or by individual faculty at any time in the scheduling process up to 10 days before the first day of the semester/session.

d) Class stacking is limited to lecture classes and correspondence (Justice Involved Education) courses. When a lecture course is stacked, faculty will receive additional load for the lecture portion of the class and all lab classes associated with the lecture will be compensated at the regular lab load rate or at the applicable hourly rate if the assignment is over 100% semester load.

e) When two sections are stacked, faculty will be paid 20% semester load for the first section and 15% semester load for the second section.

f) Examples:

3 units of lecture = 20% semester load*

2 stacked sections = 35% semester load (20% + 15% additional semester load)

4 units of lecture = 26.6% semester load*

2 stacked sections= 41.6% semester load (26.6% + 15% additional semester load)

*15 units= 100% semester load

g) All faculty teaching any honors course stacked to a non-honors course shall be compensated two (2) hours for each student enrolled at the hourly rate, up to five (5) students, for a maximum of ten (10) hours.

h) Class stacking does not include mirrored non-credit classes, leveled lab courses, performance courses nor cross-listed courses.

~~***i) No unit member is obligated to retain class stacking of a section previously assigned to another unit member (or from another bargaining unit) in order to make contractual load, regardless of the length of the class in the 16-week semester (16, 12, 8, 6 or less).***~~

4. Number of Course Preparations

An instructor can be assigned up to five (5) distinct course preparations per year. An instructor can voluntarily agree in writing to additional preparations. If the instructor is assigned more than five (5) preparations, they will be paid $500 for each additional preparation. For the purposes of this section, a preparation shall be defined as a three (3) or more unit course. Courses with less than three units will be equated using the formula (units per course times the number of distinct courses divided by 3). When two or more such courses are taught at the same time by the same instructor, they will be considered as one preparation. The area dean will initiate the payment process no later than the last week of the Spring semester, and include a list of all completed course preparations five and above for the previous academic year. Payment to the full-time faculty member will be made no later than the September payroll.

5. Offices and Office Hours

a. Faculty Offices

The intent of the District and the Association is to provide each full-time faculty member with an **individual** office which reflects and supports their professional status ~~**no more than 10 minutes' walk within a**~~ **reasonable distance** from their assigned classrooms.

i. Full-time faculty will be provided with an office which is safe, appropriately equipped, and physically accessible to all students, and which can be accessed by the unit member during college hours at all locations operated by the District when practicable.

a. Faculty shall notify campus police when practical, upon arrival on campus if they intend to access their office outside of college business hours at all locations controlled by the District.

b. Heating and cooling controls may not be available outside of college hours.

ii. Where privacy and confidentiality are at issue, space will be available to assure privacy and confidentiality when needed as close to the unit member's office as practical.

iii. The District will identify new office space for use by department and will make assignments in collaboration with department full-time faculty to effectively provide services to students.

iv. Storage space, outside of full-time faculty offices, will be provided as needed as close to the unit member's office as practical.

v. Emeritus faculty will be provided with an office space to share for the purpose of doing District business.

vi. Unit members who cannot access their offices, mailboxes or other workspaces will immediately notify their area dean, and will be provided keys/keycards or other materials necessary for them to fulfill their contractual obligations. The District will immediately provide an alternative location on campus so the unit member can fulfill their contractual obligations.

b. Office Hours

i. Full-time faculty office hours are intended to allow students access to teaching faculty. These hours shall be scheduled to best meet the needs of students and approval by the Chief Instructional Officer or administrative designee will be predicated upon this criterion.

ii. The Chief Instructional Officer or designee will provide each teaching full-time faculty member with written notification of the semester's teaching assignment. Once notification is received, full-time faculty will schedule and submit 250 minutes per week of office hours, except as noted below, using the form provided by the Chief Instructional Officer.

a) Full-time faculty with more than five lab hours per week will schedule 200 minutes per week of office hours.

b) Full-time faculty who have less than a full-time teaching load (including those full-time faculty with primarily non-instructional assignments) will schedule office hours on a pro rata basis.

c) Unit members may elect to have online office hours, limited to a maximum of fifty minutes per fully online class, based on assigned load if they are DE-certified (see Article 13).

d) Full-time faculty will submit their office hour schedule by the first day of the term to their area administrator. ~~***Faculty may modify their office hours to align with their teaching schedules.***~~

iii. The Chief Instructional Officer or designee will acknowledge, in writing, in a timely manner, the receipt of the teaching full-time faculty member's office hours schedule and also its approval by the end of the first week of the Fall/Spring semester.

iv. Once approved, full-time faculty members will post their office

hours at the location and in the syllabus no later than the beginning of the second week of instruction each semester, using the form provided by the Chief Instructional Officer.

v. If a teaching full-time faculty member does not submit their office hours as indicated above, the Chief Instructional Officer or administrative designee will assign and post office hours which meet the needs of students and also will inform the instructor in writing.

vi. Circumstances may arise which necessitate a change in the approved office hours schedule. A full-time faculty member shall submit revisions of their office hours schedule, in writing, to the Chief Instructional Officer or administrative designee for approval. If the CIO or administrative designee does not respond in writing within one week of the proposed change, then the full-time faculty member shall consider that change approved.

vii. Absence from a scheduled office hour will be permitted for the same reasons and will require the same prior arrangements as a regularly scheduled class. Absence leave will be charged at the rate of one hour of leave for each fifty minutes of office hours, unless the office hour is made up with prior approval within one work week when practicable and the dean and all students are notified in writing (email, class announcement in the course management system, or similar). Disapproval of making up office hours as noted above must be sent in writing by the area administrator. See Appendix H, Employee Absence Report, and also Article 36 regarding unauthorized absences.

6. Intellectual Property Rights and Rights to Claim Copyright

A. Works made for hire prepared by an employee within the scope of employment are deemed to have been prepared by and belong to the District for copyright and intellectual property purposes.

B. Intellectual property rights and the right to claim copyright belongs to the unit member when such material was created on the unit member's own time outside of the contracted workweek not part of or relating to assigned duties with the District, the project was not commissioned by the District, no payment, stipend, or release time was made, and no District resources were granted to the unit member for this purpose. Intellectual property applies to all materials created by a unit member, including, but not limited to, full courses, course materials, modules, textbooks, faculty-created content, streaming videos, tests, software, and any other tools, materials, or techniques that are used to support access to knowledge.

C. Responsibility for registration of copyright lies with the owner of the copyright.

D. Royalty distribution rights parallel ownership in copyright.

1. Unit members with full copyright ownership retain full royalty distribution rights.

2. The District with full copyright ownership retains full royalty distribution rights.

E. If the District and unit member(s) agree to share copyright ownership, royalty distribution rights will be as follows:

1. All agreements shall be in writing.

2. One hundred percent of royalties or other profits will be distributed to reimburse the District and/or unit member(s) for documented expenses of creation and production of the material until all such documented expenses are completely reimbursed.

3. The remainder of any royalties or other profits will be distributed 50 percent to the District and 50 percent to the faculty member.

No individual faculty course materials in any District-approved teaching modality, excluding syllabi, shall be distributed by the district to any external or internal, public or personal entity for their personal or public use without the expressed written consent of the originator.

7. Syllabus Submission

Faculty are required to submit one electronic version of their syllabi for each course they are teaching **on the District-approved template** to their **~~dean's office~~area administrator**, or the Office of Instruction, or any other designee by the end of the first **~~week~~ day** of class. Any substantive change to the syllabi shall be submitted to the Office of Instruction within two (2) business days.

I. ACCESS (Accessibility Coordination Center & Educational Support Services): Reasonable Accommodations /Academic Adjustments

Unit members are required by law to honor a student's approved reasonable accommodation and/or academic adjustment. This may involve facilitating announcements for peer note-takers, accommodating sign-language interpreters to fulfill their role, or any other accommodation services for the class(es), regardless of modality, required by law. If a unit member believes the approved accommodation and/or academic adjustment would result in a fundamental alteration to the class, it is the unit member's responsibility to notify the ACCESS office immediately.

J. Maintenance of licenses and other professional credentials

Unit members are required to maintain any professional license and/or credential required for their employment (e.g., Nursing, Automotive, EMS, etc.).

Unit members who need to take leave to recertify shall follow the process specific to Article 25 (STRS Reduced Workload); Article 29 (Personal Necessity/Leave of Absence); Article 32 (Professional Opportunity Leave); Article 33 (Sabbatical); or any other applicable process in the bargaining agreement.

ARTICLE 13
DISTANCE EDUCATION INSTRUCTION AND COMPENSATION

A. Intent

The District and the Association recognize distance education instruction as a valuable tool for student learning. Therefore, the following practices and provisions shall be implemented in regard to distance instruction and compensation and the impact on unit member working conditions. Two members appointed by the VVCFA executive board will participate on any District participatory governance DE committee.

All classes designated as “distance education” instruction shall be part of the department class selection process as per Article 12, and can be designated as contractual load classes or UOP/hourly classes. A list of all distance education sections will be provided to department chairs as practicable as part of the scheduling process and timeline.

“Distance Education” instruction includes the following modalities and their specific impact on unit member working conditions, and full-time faculty teaching in these online modalities must be DE-Certified:

1. Fully online/asynchronous – 100% online with no on-campus requirement, with the exception of proctored assessments in line with CCCCO and ACCJC guidelines for specific disciplines (e.g., Math).

2. Hybrid – Asynchronous online with synchronous on-campus component.

    a. Hybrid Class: Instruction involving regular and effective online interaction for an equal portion of contact hours that takes place synchronously or asynchronously and is supported by materials and activities delivered in person and online through the college’s learning management system.

        This would include regular synchronously scheduled meetings for lectures, lab, or testing where the instructor and student are together. Any portion of a class delivered online must be equivalent to the amount of faculty-student in-person meeting time. The approved online portion must meet the regular and substantive interaction regulations. The class schedule indicates when and where the in-person meetings occur and how many hours must be completed online. Any scheduled or synchronous online meetings should also be included in the schedule of courses.

    b. Hybrid courses that contain lecture and lab requirements shall be split in the following way for contractual load: lecture can be held online, and count to online load requirements; lab sessions will be calculated as face-to-face load requirements. For example:

        i. A three (3)-unit physics class with one (1) hour of lecture and three (3) hours of lab per week shall be calculated as one (1) online hour of instruction and three (3) hours of face-to-face instruction.

        ii. A four (4)-unit biology class with two (2) hours of lecture and five

(5) hours of lab per week shall be calculated as two (2) online hours of instruction and five (5) hours of face-to-face.

3. Remote – Online synchronous instruction with asynchronous online assignments and interaction outside of the remote/synchronous classroom. Remote instruction must be done synchronously during the days/times posted in the schedule. Remote courses are considered online classes.

   a. Remote classes taught by unit members may be conducted on campus or remotely (or a combination) using District or their own equipment and facilities. In consultation with the area administrator and the unit member, the VPI **or designee** will determine the location remote classes will be taught (on campus or remotely, or a combination), except in emergency circumstances where the campus is closed, where remote sections will be taught off campus.

      Faculty approved for an offsite remote assignment are responsible for acquiring, maintaining, repairing, and replacing remote work equipment and ensuring that their equipment is in good working order and sufficient to meet the needs of the assignment.

      The District is required to reasonably maintain, repair and update necessary District equipment for unit members required to teach remote sections on campus. Necessary equipment for on-campus remote sections includes monitor, keyboard, webcam (or monitor- based camera), microphone and interactive software (i.e., Zoom capability, discipline-specific content as agreed upon by the Department Chair and Vice-President of Instruction or appropriate administrator), and hardware with the capacity to run essential remote class functions.

   b. Unit members must be DE-certified to teach remote classes unless the college is closed due to circumstances beyond its control (natural disaster, epidemics, etc.). Non-DE-certified unit members will be allowed to teach remotely in exigent circumstances at the discretion of the Chief Instructional Officer.

   c. If college equipment or internet fails during an on-campus remote class, the unit member shall immediately notify the Dean or appropriate onsite administrator. The unit member is not responsible to make up on-campus remote classes due to verified District equipment or internet failure without additional compensation.

   d. No filming or recording by the District will be allowed in remote classes without the unit member's written permission, and any recording of the unit member will be destroyed after the semester/session.

4. Hy-flex (on-campus synchronous online at the days/times in the published college schedule). Hy-flex courses are defined as courses where the unit member is on campus, in a technologically-enabled classroom which contains synchronous in-person learning and distance learning.

   a. No unit member shall be required to provide their own equipment, internet, or other technical items for hy-flex classes.

b. Unit members scheduled to teach hy-flex classes are not responsible for college technical failure, lack of internet service, or any other item which is the responsibility of the District to provide and maintain. Should technical failure occur, unit members teaching hy-flex courses are not required to conduct additional class meetings for remote students.

c. No filming or recording by the District will be allowed in hy-flex classes without the unit member's written permission, and any recording of the unit member will be destroyed after the semester/session.

d. All hy-flex classrooms will have posted information for unit members on immediate technical assistance from the District so instruction will not be negatively impacted by technical issues.

e. In circumstances where the college is closed (natural disaster, epidemics, and similar), hy-flex classes may revert to online courses as determined by the Chief Instructional Officer.

5. Correspondence Education:

a. Correspondence Education means education provided through one or more courses under which the College provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Correspondence Education is not online, hybrid, hy-flex or remote instruction, and unit members do not need to be DE-certified to teach Correspondence Education courses. Correspondence Education courses are subject to the same limits as DE classes for full-time faculty load.

~~**b. Full-time faculty teaching correspondence sections shall complete all work and meetings related to these sections on campus in their assigned office or other campus workspace for the required unit hours of the course (e.g., a three-unit course would equal 3.4 hours on campus per section per week to reach the contact hours required for a 16-week course. Larger unit courses, or courses scheduled for shorter periods [8 weeks for 6.8 hours per week] would add time per week as needed, as any DE course).**~~

B. Training

1. The District will provide appropriate technical and instructional support and rigorous and substantive training, in line with DE best practices and accreditation recommendations on a regular basis, as reflected in District guidelines and policies, including the most current and approved District Distance Education Plan.

2. Faculty who have previously offered online/hybrid classes at VVC on or before August 27, 2018, or those who have gained the necessary training and experience on their own via VVC certification, or via an outside certification process are qualified to teach online/hybrid/remote/hy-flex classes if their training meets VVC Distance Education Certification Guidelines as outlined in the current Academic Senate Policy.

3. Mandatory remote and hy-flex training sessions, not to exceed four (4) hours, shall be offered on a regular basis during the academic year for DE-certified unit members who have not taught remotely or in the hy-flex format before being assigned a remote or hy-flex course. Remote and hy-flex training shall be separate training sessions. This training **if completed in the Fall or Spring semesters** shall count towards a faculty member's ~~**eighteen (18)**~~ ~~*sixteen (16)*~~ ~~**hours of**~~ professional responsibility **hours**.

C. Scheduling

1. Classes may be offered in all DE modalities once the Curriculum Committee process has approved them for online delivery. The Chief Instructional Officer or designee shall have the responsibility and authority to determine the scheduling of online/hybrid classes and the assignment of full-time faculty as per the scheduling processes in Articles 21 and 12.

2. When a new DE class is created, the instructor will submit the completed course template to the Distance Education Advisory Committee (DEAC) to ensure compliance with Accreditation Guidelines and any other applicable state and federal regulations before the class can be opened for registration.

   a. Final decisions regarding course readiness will be made by the Office of Instruction with DEAC recommendations. If the Chief Instructional Officer deems the course is not ready to launch, then the unit member will not teach this section in the DE modality until the Chief Instructional Officer recommends implementation in consultation with DEAC.

   b. The District and Association agree to continue to investigate and negotiate periodic review of all distance education courses once there is a specific and detailed plan in place from the District.

3. Each faculty member will be limited to 60% annual load of distance education, as defined in Article 13.A above, unless extenuating circumstances as determined by the District create a need to increase the current limit up to a full load. Only the online portion of hybrid courses will count towards the 60% maximum. Each faculty will spend a minimum of 40% of load teaching in person. Additional distance education classes may be offered hourly.

4. All classes offered in any DE modality as outlined above will utilize the District's online instructional system for primary contact with students.

D. Class Size

1. Online class enrollment will be limited to a maximum of 35 students.

2. Over-enrolled Classes

   a. An overenrolled class is a class that is allowed by the CIO and agreed to by the faculty member to enroll more students than the maximum class size set by Article 13.C.1 above.

   b. Upon first census, the District will calculate the hourly rate for over-enrollment and will prepare a contract using Table 1 below.

c. Over-enrollment will be compensated at the prevailing hourly or unit of pay rate and will not be counted as load according to Table 1 below.

TABLE 1

Class Size	Percentage of Hourly Rate
~~36~~-4338-44	25%
4**~~5~~4**-51	50%
52-59	75%
60	100%

d. Over-enrollment compensation will be posted on the faculty member's pay warrant in a timely manner in accordance with applicable law. Payment is contingent upon the District distributing all required documents to the unit member by the end of the first week of the semester/session, and payroll receiving all required and completed documents timely within the established payroll schedule timelines.

E. Office Hours

Unit members may elect to have online office hours, limited to a maximum of fifty minutes per distance education class, based on assigned load; correspondence education is not included in online office hours. Due to the specific requirements for correspondence courses and the quick turnaround for instructor-student/student-instructor mediated contact, correspondence office hours will be held in the full-time faculty member's office and will be dedicated solely to correspondence, students, and work. Correspondence office hours will be 50 (fifty) minutes per correspondence section, and will not appear in full-time faculty syllabi as open to all students, but shall be submitted to the area administrator. Online office hours will be established in accordance with the process found in Article 12.H.b of the Agreement. All office hours, both onsite and online, must be **held during college business hours and** posted with an appropriate hyperlink and available to all students.

F. Proprietary Rights

The District recognizes that the faculty have an intellectual property right in all their online distance education class offerings regardless of modality. Therefore, the District will not require that any faculty member make available to any other faculty member any of their intellectual property for the purpose of creating an online class.

G. Distance Education Classes as Part of Faculty Evaluation

1. Faculty who teach distance education classes must identify a peer reviewer(s), (an instructor currently on the VVC online/hybrid/remote/hy-flex certified faculty list) to evaluate their online/hybrid/remote/hy-flex course when they select their online/hybrid/remote/hy-flex course as part of their regular tenure review process.

2. When agreeing to an online/hybrid course peer review, the faculty shall authorize reviewer access, to the content and delivery of their online/hybrid/remote/hy-flex classes during the evaluation process if requested by the peer reviewer(s). The faculty member may choose to be present to guide and explain content and pedagogy. The peer reviewer will use the online/hybrid faculty/course evaluation form found in Appendix E-7.

3. The online/hybrid/remote/hy-flex student evaluation form found in Appendix E-8 will be added to the online/hybrid/remote/hy-flex course by the Learning Management System Administrator, Chief Instructional Officer, or IT.

ARTICLE 14:
NON-INSTRUCTIONAL ASSIGNMENTS

A. Assignments for librarians, counselors, the placement officer and other non-instructional faculty shall be for 35 hours per week, plus ~~1.1 hours for~~eighteen (18) hours of professional responsibilities ~~per week~~ per semester ~~(total 18 16 hours)~~. ~~It is recognized and acknowledged by the Association and the District that some of the hours for "professional responsibilities" for Non-Instructional full-time faculty may be dependent on committee meeting days/times that may result in the 18 16 hours being distributed in various ways throughout the semester or session~~.

B. All full-time non-instructional faculty have a professional responsibility and obligation to the students and the District that extends beyond their 35 hours per week. These responsibilities may include~~, but are not limited to~~: curriculum evaluation and revision, faculty meetings, serving on committees, Student Learning Outcome Assessments /Service Area Outcome Assessments (as applicable for load classes and similar), Program Learning Outcome Assessment (when applicable), and contributing to program review for their discipline. Professional responsibilities may also include attending professional conferences. Unless mutually agreed by the Chief Instructional Officer or designee and the respective faculty member, no full-time non-instructional faculty member shall be assigned more than a total of eighteen (18) hours per semester for the purpose of attending District faculty meetings, serving on participatory governance **committees**, ~~serving on other District committees Academic Senate, Association or similar committees~~, **attending professional conferences,** search committee(s) (including **Fair Employment Representative ("**FER**")** work), probationary tenure committees, peer reviewing for tenured evaluations, **District** task forces, **District** ad hoc committees, student clubs as faculty advisor(s), on-campus professional development, off-campus professional development, advisory groups/committees, DEIA activities, and any other college or department activities that support and enhance their work assignments at Victor Valley College, or any other activity mutually agreed upon by the District and the full-time non-instructional faculty member. Non-Instructional full-time faculty members will not, unless they have agreed otherwise, be required to work more than 8 hours in one work day, or work six consecutive days a week on campus.

Each unit member will meet individually with their dean to review their contractual load for Fall and Spring semesters, which shall take place no later than the 15th week of the preceding semester (e.g., the 15th week of Fall semester for the upcoming Spring semester). The proposed eighteen (18) hours of professional responsibility for the current semester and the upcoming semester, will also be reviewed at this meeting to ensure student access and support.

C. Non-instructional load chart (1 hr = .01429)

The FTEF for non-instructional faculty is calculated by dividing the total number of hours for the semester by 560. For example, 35 hours per week x 16 weeks = 560 hours. 560 hour / 560 = 1.0.

# HRS/WEEK	**SEMESTER LOAD**	**~~SEMESTER~~ ANNUAL LOAD**	***~~ANNUAL SEMESTER LOAD~~***

1	**0.02858**	0.01429	~~**0.02858**~~
2	**0.05716**	0.02858	~~**0.05716**~~
3	**0.08574**	0.04287	~~**0.08574**~~
4	**0.11432**	0.05716	~~**0.11432**~~
5	**0.14290**	0.07145	~~**0.14290**~~
6	**0.17148**	0.08574	~~**0.17148**~~
7	**0.20006**	0.10003	~~**0.20006**~~
8	**0.22864**	0.11432	~~**0.22864**~~
9	**0.25722**	0.12861	~~**0.25722**~~
10	**0.28580**	0.14290	~~**0.28580**~~
11	**0.31438**	0.15719	~~**0.31438**~~
12	**0.34296**	0.17148	~~**0.34296**~~
13	**0.37154**	0.18577	~~**0.37154**~~
14	**0.40012**	0.20006	~~**0.40012**~~
15	**0.42870**	0.21435	~~**0.42870**~~
16	**0.45728**	0.22864	~~**0.45728**~~
17	**0.48586**	0.24293	~~**0.48586**~~
18	**0.51444**	0.25722	~~**0.51444**~~
19	**0.54302**	0.27151	~~**0.54302**~~
20	**0.57160**	0.28580	~~**0.57160**~~
21	**0.60018**	0.30009	~~**0.60018**~~
22	**0.62876**	0.31438	~~**0.62876**~~
23	**0.65734**	0.32867	~~**0.65734**~~
24	**0.68592**	0.34296	~~**0.68592**~~
25	**0.71450**	0.35725	~~**0.71450**~~
26	**0.74308**	0.37154	~~**0.74308**~~
27	**0.77166**	0.38583	~~**0.77166**~~
28	**0.80024**	0.40012	~~**0.80024**~~
29	**0.82882**	0.41441	~~**0.82882**~~
30	**0.85740**	0.42870	~~**0.85740**~~
31	**0.88598**	0.44299	~~**0.88598**~~
32	**0.91456**	0.45728	~~**0.91456**~~
33	**0.94314**	0.47157	~~**0.94314**~~
34	**0.97172**	0.48586	~~**0.97172**~~
35	**1.00000**	0.50000	~~**1.00000**~~

[SWITCHED COLUMNS]

D. Counselors

1. Counselors' 35-hour work week will be **accounted time** comprised of Direct Counseling and Professional Counseling Activities

Direct counseling hours and other assigned professional counseling duties shall be scheduled Monday through Friday and are to be performed from the counselor's physical work location. [From 14.D.2.b below.]

Circumstances may arise which necessitate a change in the approved schedule for professional counseling activities or counseling office hours. A full-time counselor shall submit any revisions to their professional counseling schedule, in writing, to the Dean or Vice President of Student Services for approval.

[Comparable to 12.H.5.b.vi above for instructional faculty.]

2a. Direct Counseling will be **80~~70~~**% (**28~~24.5~~** hours per week)

a~~i~~. **~~Direct Counseling includes direct contact with students (individual and group meetings, responding to~~ VVCounseling.edu ~~*department* e-mails), mandatory department meetings and college meetings required by the immediate supervisor and/or department chair, required training (including, but not limited to, onboarding new counselors, interns, peer mentors, technology~~, Guided Pathways~~), *workshops, high school visits, orientations, presentations, field trips and other activities determined essential to counselor work load.*~~**

[Moved to 12.D.3.b below, as modified.]

~~*b*~~**~~ii.~~** Direct Counseling activities that involve travel (e.g., high school visits, meetings, training and similar) will be compensated at the current IRS mileage rate, and travel time will be included in the 35-hour work week.

~~iii~~. **~~Direct Counseling hours are scheduled Monday through Friday and are performed from the counselor's physical work location.~~**
[Moved to 14.D.1 above]

3b. Professional Counseling Activities will be **30~~20~~**% (**~~10.5~~ 7** hours per week)

a~~i~~. **~~Unassigned~~ Professional Couseling Activities t~~T~~**ime includes all other college and/or department activities that are essential to counselor working conditions and load, and these hours are not tied to a specific location and time and are flexible to meet the needs of the department. Professional Counseling Activities can include, but is not limited to college initiatives **as required by the immediate supervisor** directly related to counselor core duties; transcript evaluations; communication with students, colleagues, staff and university representatives (e.g. via e-mail, meetings); student appointment preparation and follow-up; collaboratively developing consistent office protocols and processes; training, advising and maintenance on technology related to work load; creation and implementation of publications (electronic and paper), including posting on learning management system websites; organizing and implementing annual processes related to counselor duties and workload (e.g., **Guided Pathways,** academic standing processes, transfer application support, Grad Check week, financial aid SAP appeals processes, outreach and activities with high school counselors, etc.); liaison work with admissions and records and financial aid personnel; coordination with outreach, K-12 Bridge counselors and staff.

b~~ii~~. **Direct Counseling includes direct contact with students (individual and group meetings and student workshops, responding to department e-mails), mandatory department meetings and college meetings required by the immediate supervisor and/or department chair, required training approved by the immediate supervisor (including, but not limited to, onboarding new counselors, interns, peer mentors, technology), workshops, high school visits, orientations, presentations, field trips, off-site professional**

engagements, and other activities as determined essential to counselor work load by the immediate supervisor.

[Moved from 14.D.2.A., as modified.]

c. Professional Counseling Activities that involve travel (e.g., high school visits, meetings, training and similar) will be compensated at the current IRS mileage rate, and travel time will be included in the 35-hour work week.

E. Librarians' 35-hour work week will include the following core duties:

1. Oversight, assessment, operation, and evaluation of library material resources, programs and facilities to provide students with the resources they need for success.

2. Library instruction and assessment.

3. Oversee technologies, systems, platforms, software and electronic resources management.

4. Library collection and resources development.

5. Participate in designing, planning, and implementing regional and statewide library, teaching and learning, and technology policies and initiatives (e.g., DEIAA, ZTC/OER, student equity and achievement).

6. Library advocacy and outreach to on-campus and distance education students, faculty and the VVC campus.

7. Facilitate a safe and welcoming learning environment for students, faculty and VVC campus.

8. Reimbursement for mileage: Librarian Faculty will be paid mileage per District policy if they are required due to schedule assignments and other professional responsibilities as assigned to travel between two (2) or more assigned locations on the same service day and use their own vehicle.

F. ~~**Work Experience –The 35-hour work week for Work Experience faculty shall include the following:**~~

~~**1. Coordinating with local employers for student credit for work and employment, including meetings off campus as needed.**~~

~~**2. Visiting the work sites of Work Experience students as needed.**~~

~~**3. Facilitating Work Experience agreements and MOUs between businesses and the District as applicable or directed.**~~

~~**4. Individualized instruction with each student related to their work, experience/employment, including customized learning objectives related to student work experience/employment.**~~

~~**5. Grading student work based on their work experience/employment, time management and communication, and progress/reflection upon**~~

~~individualized and designated student learning objectives.~~

~~All travel required for Work Experience full-time faculty shall be held within the 35 hours per week and shall be reimbursed at the current IRS mileage rate.~~

~~Any travel conducted by Work Experience faculty with prior approval that falls outside of the 35-hour work week, including weekends and holidays, shall be compensated at 1/175 of the yearly salary as well as IRS mileage reimbursement.~~

[Revised and relocated to Art. 8.K.]

~~G.~~ Non-instructional Faculty Offices

The intent of the District and the Association is to provide each full-time faculty member with an office which reflects and supports their professional status.

1. Full-time faculty will be provided with an adequate office which is safe, appropriately equipped and physically accessible to all students

2. Where privacy and confidentiality are at issue, space will be available to assure privacy and confidentiality when needed.

3. The District will identify new office space for use by department and will make assignments in collaboration with department full-time faculty to effectively provide services to students.

4. Storage space, outside of full-time faculty offices, will be provided as needed.

5. Emeritus faculty will be provided with an office space to share for the purpose of doing District business.

GH. Non-instructional Extra Duty Compensation

Non-instructional full-time faculty shall be paid ~~on a daily rate calculated~~ *as follows:*

~~1. Summer Session (any time prior to July 1): Prior year annual salary divided by 175 days.~~

~~2. Other Extra Duty: Current year annual salary divided by 175 days.~~

Non Instructional Faculty may be assigned a maximum of 80% semester load in the winter and 80% semester load* in the summer session. Additional assignments may be assigned with the written permission of the CIO or CSSO. However, only 80% semester load may be assigned for the 0.66 or 66% rate based on the faculty member's placement on the salary schedule the prior semester. The 80% semester load* at 0.66 or 66% may be split between the winter and summer sessions or assigned in its entirety in winter or summer. Assignments exceeding the 80% load at the 0.66 or 66% salary rate will be paid at the unit member's current hourly rate, which may require load splitting.

If a non-instructional faculty member also teaches during summer or winter their combined load will not surpass the maximum of 0.4 annual load in the winter and 0.4 annual load in the summer session unless determined necessary by the appropriate administrator.

~~*Full-time faculty with non-instructional and instructional assignments may accept up to 0.4 annual load assignments in the winter intersession and up to 0.4 annual load assignments in the summer intersession. For non-instructional faculty, each 0.4 annual load shall be equivalent to twenty-four (24) duty days per intersession.*~~

~~*Non-instructional faculty shall be compensated at sixty-six percent (66%) of their placement on the salary schedule from the immediately preceding primary semester for the first 0.4 annual load assignment during each intersession period.*~~

~~*Additional assignments beyond the initial 0.4 annual load at 66%, whether through counseling duties, instructional assignments, or a combination of both, shall be compensated at the unit member's current hourly rate. This may be fulfilled through non-instructional assignments, instructional assignments, or a combination of both.*~~

~~*Up to forty percent (40%) of the assigned counseling intersession load may be completed remotely through approved remote counseling services and/or online instructional assignments. Online instructional assignments shall count as remote work for purposes of this provision.*~~
~~*The counselor's contractual workday structure, including seventy percent (70%) direct counseling hours and thirty percent (30%) professional counseling activities, shall remain in effect during accepted intersession assignments.*~~

~~*Counselor Intersession Calendar]*~~

Victor Valley Community College District	Victor Valley College Faculty Association
_____	_____
_____	_____
_____	_____
_____	_____