

Faculty Member scheduled for class at 8:00 a.m. shall not be scheduled for a class which ends on that day after 4:00 p.m. and;

8.2.2.2 No teaching Faculty Member with a class assignment after 6:00 p.m. on one day shall be given any assignment prior to 10:00 a.m. on the next day without his or her consent.

8.2.3 Teaching Faculty Scheduling

With the agreement of the Department Chairman/Coordinator and Academic Dean, and if there is no serious disruption of other teaching faculty and/or students, no overt attempt shall be made to schedule any Faculty Member for any particular number of days per week for the sole purpose of having said Faculty Members present on any given day(s).

8.3. ANNUAL WORKLOAD

8.3.1. Teaching Faculty

During each academic year, full-time teaching faculty shall:

8.3.1.1. teach twenty-four credit hours and perform related duties as provided in Section 8.3.5. below;

8.3.1.2. perform additional responsibilities equivalent to the preparation and teaching of an additional three contact/credit course or an average of nine hours per week for each semester within the appointment year or teach an additional three contact/credit hours each semester or combine additional responsibilities with additional contact/credit hours as provided in Section 8.3.6. below.

8.3.1.3. Laboratory hours in the sciences (including computer courses) and technologies shall be treated the same as lecture hours for teaching credit purposed – that is they shall not have a lab/lecture ratio. The ratio of lecture hours to clinical hours in allied health, art studio hours, hospitality and food service laboratory hours, and all other courses having a laboratory, studio, or clinical component shall be .826. The present ratio for lecture hours to practica hours shall continue in effect.

8.3.1.4. The parties agree that it is desirable to limit the number of class preparations required of a teaching faculty member to

three per semester; however, it is recognized that the assignment of a fourth preparation may be required in special cases to accommodate the needs of the college. Whenever possible, the fourth preparation will be assigned on the basis of mutual agreement between the teaching faculty member and the President or his/her designee.

8.3.1.5. The parties recognize that in some cases, in order to accommodate the needs of the college, the teaching load of a teaching faculty member may have to be unequally divided between the semesters of an academic year. Whenever possible, such an arrangement shall be on the basis of mutual agreement between the faculty member and the President or his/her designee. No teaching faculty member shall be assigned more than 16 contact/credit hours – including the time spent on additional responsibilities pursuant to this agreement – during any one semester.

8.3.1.6. The parties agree that an individual cooperative education or field-work placement which involves both the development of work placement and on-site evaluation by the unit member may be considered to be equivalent to six (6) student contact hours. This provision constitutes a general guideline and shall not be deemed to require a reduction in work load for any unit member.

8.3.2. Librarians and Counselors

8.3.2.1. The regular annual workload for a Librarian (10-month) or Counselor (10-month) shall be five (5) days per week, which may include Saturday or Sunday, for a period of ten-months (August 15 through June 14). Unless otherwise agreed to by the individual concerned, all employees in Counselor (10-month) or Librarian (10-month) positions must have two consecutive days off in each week, at least one of which must be a Saturday or Sunday. Such employees may be scheduled between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday and between the hours of 8:00 a.m. and 6:00 p.m., Friday, Saturday and Sunday.

The regular workday for a Librarian (10-month) or Counselor (10-month) shall be seven (7) continuous hours per day, excluding a meal period (e.g. 9:00 a.m. to 1:00 p.m., lunch, and 2:00 p.m. to 5:00 p.m., or 8:00 a.m. to 12:30 p.m., lunch, and 1:00 p.m. to 3:30 p.m.

8.3.2.1.1. The regular annual workload for the position of Librarian (12-month) and Counselor (12-month) shall be five days per

week, Monday through Friday, during the twelve (12) month professional appointment period; the five work days may include Saturday or Sunday for employees hired on or after July 1, 1992. Unless otherwise agreed to by the individual concerned, all employees in Librarian (12-month) and Counselor (12-month) positions hired on or after July 1, 1992 must have two consecutive days off in each week, at least one of which must be Saturday or Sunday. Librarians II and Counselors II may be scheduled between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday and between the hours of 8:00 a.m. and 6:00 p.m. Friday, Saturday and Sunday.

The regular workday for a Librarian (12-month) or Counselor (12-month) shall be seven (7) continuous hours per day, excluding a meal period (e.g. 9:00 a.m. to 1:00 p.m., lunch, and 2:00 p.m. to 5:00 p.m., or 8:00 a.m. to 12:30 p.m., lunch, and 1:00 p.m. to 3:30 p.m.)

8.3.3. No Librarian or Counselor scheduled to work after 6:00 p.m. on one day shall be required to report to work prior to 10:00 a.m. on the next day without his/her consent.

8.3.4. Teaching Locations

Bargaining unit members are employed to teach at a single college. However, the Federation encourages Faculty Members to work cooperatively with the Employer when the academic needs of the college system can most efficiently be met through voluntary acceptance of assignments at more than one college. For all purposes under this Agreement, the colleges and their campuses shall be deemed to be as follows:

Community College	Campuses (if more than one)
Gateway	North Haven and Long Wharf
Naugatuck Valley	
Three Rivers	Mohegan and Thames
Norwalk	
Capital	Woodland and Flatbush

No Faculty Member shall be required to teach at more than one College or other location without his/her written consent. The Board agrees to pay mileage should separate campuses or locations be more than five (5) miles apart, with the campus on which the Faculty Member works the most hours per week to be considered the home campus.

Bargaining unit members who teach at more than one campus or other location more than fifteen (15) miles from the home campus shall be paid a salary one thousand dollars (\$1,000.00) per year higher than the salary they would otherwise receive plus mileage. Should the campus or other location be more than five (5), but fifteen (15) or fewer miles from the bargaining unit member's home campus, the Board agrees to pay mileage.

8.3.5. Teaching and Related Duties

8.3.5.1. All Teaching Faculty members shall:

(a) within the work load limitations of Section 8.3.1. of this Article, perform such other duties as the President may assign, provided that such duties shall be consistent with the mission of the college;

(b) serve on college and division/department committees, if chosen;

(c) attend and participate in commencement ceremonies, unless excused by the President, wearing academic garb when required;

(d) attend and participate in college convocations, conferences, and meetings, and divisional/departmental meetings during the work year;

(e) prepare and teach college-approved courses in accordance with approved course descriptions and class schedules, including developing syllabi and reading lists and keeping each course taught complete and up to date;

(f) respond to and work with multiple constituencies, including students, peers (faculty and staff), and external agencies (business, community, educational, etc.);

(g) possess strong information literacy skills, including the ability to word process and to use spreadsheets, presentation ware, e-mail, CD-ROM, compressed video, the Internet, the World Wide Web, and other distance communication modalities; demonstrate the ability to evaluate, synthesize, and make decisions from data;

(h) perform divisional or departmental responsibilities in the selection of texts and related teaching resources;

(i) maintain a minimum of three (3) regularly scheduled office hours per week, scheduled in time blocks of no less than one-half hour periods, or an equivalent assignment designated by the employer, for the purpose of student-faculty contact as it relates to classroom instruction;

(j) engage in academic and career-oriented advising of students;

(k) maintain contact with one's academic discipline(s) or areas of assigned responsibility, the development of knowledge in one's field of specialization, and the teaching/learning process; in connection with career-oriented programs, this also involves working with program advisory committees;

(l) maintain accurate student records;

(m) distribute to students during the first week of classes, subject to subsequent modification, with copies to the supervising dean, a course outline or overview, information as to course objectives, topics and assigned time-frames, reading and attendance requirements, and an indication of evaluative and grading mechanisms to be utilized;

(n) attend system-wide convocations, conferences and meetings during the work year;

(o) prepare routine reports such as veterans' attendance records or academic deficiency reports;

(p) during the second week of classes, submit to the supervising dean a schedule confirming the number, hours and location of each assigned course together with the location and time of office hours and other regularly scheduled professional responsibilities.

8.3.6. Additional Responsibilities/Teaching.

8.3.6.1 The additional responsibilities as specified in Section 8.3.1. may include, but shall not be limited to the following, and shall be for the purpose of fulfilling the mission, goals, and priorities of the college and the System as determined by the employer:

- accreditation reports;
- (a) preparation of special reports such as
- surveys, studies;
- (b) participation in special college projects,
- course offerings or programs, or major revisions of courses or programs;
- (c) development of new instructional techniques,
- designed to further the mission of the college;
- (d) participation in community service activities
- related advising activities or special retention programs (in addition to academic and career-oriented advising required of all faculty as provided in Section 8.3.5.1., above);
- (e) participation in career-development and
- (f) serving on system-wide committees;
- (g) advising student organizations and activities;
- (h) peer evaluations requested by the college
- Administration; the evaluation of part-time faculty; retention counseling; the recruitment of students;
- (i) providing assistance in student registration
- and add/drop procedures;
- (j) working with statewide and/or regional
- business groups and trade associations and/or employers to ascertain what educational programs and offerings they would like the college to provide to their current and/or future employees; as approved by the college, developing traditional and/or non-traditional courses, programs and offerings to meet the identified needs of such groups, associations and/or employers;
- (k) working with high school and/or adult
- education administrators, teachers and other professionals (e.g. counselors), and students to ascertain the needs of high school and G.E.D. graduates which, if met by the college, would induce them to attend the college and/or would facilitate their success at the college; as approved by the college, developing traditional and/or non-traditional courses, programs and offerings to meet the identified needs of such graduates;
- (l) working with community agencies and similar
- organizations (traditional and non-traditional) to ascertain the needs of the

individuals they serve which, if met by the college, would induce those individuals to attend the college and/or would facilitate their success at the college; as approved by the college, developing traditional and/or non-traditional courses, programs and offerings to meet the identified needs of such individuals;

(m) developing professional development activities consistent with an approved departmental, divisional or college professional development plan;

(n) within the limitations of the Article, such other administrative or supervisory or teaching-related assignments as are consistent with the mission and goals of the college, including but not limited to:

(1) additional office hours;

(2) supervising adjunct or independent study, provided it is not asserted that such supervision is part of the teaching obligation of 24 credit hours;

(3) review of patient charts in preparation for clinical instruction.

(o) significant leadership on a major committee or a significant time commitment resulting from membership on a committee.

Individuals responsible for four different class preparations in a semester shall be credited with two hours per week toward the satisfaction of additional responsibilities.

8.3.7. Duties of Counselors and Librarians.

All Counselors and Librarians shall:

(a) within the workload limitations of Section 8.3.2., perform such other duties as the President may assign, provided that such duties shall be consistent with the mission of the college;

(b) serve on college and division/department committees, if chosen;

(c) respond to and work with multiple constituencies, including students, peers (faculty and staff), and external agencies (business, community, educational, etc.);

(d) possess strong information literacy skills, including the ability to word process and to use spreadsheets, presentation ware, e-mail, CD-ROM, compressed video, the Internet, the World Wide Web, and other distance communication modalities; demonstrate the ability to evaluate, synthesize, and make decisions from data;

(e) attend and participate in commencement ceremonies, unless excused by the President, wearing academic garb when required;

(f) attend and participate in college convocations, conferences, and meetings, and divisional/departmental meetings;

(g) maintain contact with one's academic discipline(s) or areas of assigned responsibility, the development of knowledge in one's field of specialization, and the teaching/learning process;

(h) serving on system-wide committees;

The responsibilities of Counselors and Librarians shall be assigned in accordance with the systemwide job description as approved by the Chancellor or developed by the President to meet the needs of the local campus subject to the approval of the Chancellor.

8.3.8. Substitute Pay

The hiring of substitute faculty shall be the responsibility of the Employer. Substitute work may be assigned without additional compensation up to a teaching Faculty Member's semester load maximum within the first two weeks of the semester (add-drop period).

All other substitute work e.g. excess of the semester load maximum without regard to Commencement, subsequent to the first two weeks of the semester without regard to semester load, may be assigned only after agreement with the individual teaching Faculty Member. Compensation for such substitute work shall commence with the first hour of assignment and shall be paid at the rate specified in Section 8.3.9, below.

8.3.9. Pay for Additional Teaching

Whenever a teaching Faculty Member voluntarily bids on and is selected to teach a course or courses above the workload he/she is obligated to teach by the terms of his/her appointment, he/she shall be paid in accordance with the part-time lecturer rate. See Schedule B.