

## **ARTICLE 11**

### **WORK ASSIGNMENTS**

It is recognized that full-time faculty members normally average forty (40) or more hours per week in carrying out their professional responsibilities. The reference to forty (40) hours is a generalization intended for recognition of the many non-assignable duties that faculty members perform. It does not establish a threshold of maximum assignable hours. It is further recognized

that a state college faculty member's work assignment includes a number of diverse professional responsibilities. Classroom teaching and other contacts with students form the core of the faculty work assignment. Additionally, professional development and service to the college are the other core components of a faculty member's work assignment. A faculty member will plan to engage in such activities as student advising, course evaluation, classroom preparation, the evaluation of student performance, committee assignments, classroom research and community service as part of the overall work assignment. Some of these activities may be completed off campus. Faculty members, regardless of online or onsite assignment(s), are expected to meet the professional obligations described in this article (See joint MSCF/Minnesota State letter – Appendix B). It is also recognized that the work assignments of part-time faculty include similar duties performed on a prorated basis.

Assignments by the Employer will be made within the following limits:

**Section 1. All Teaching Faculty Workload Provisions.** When making faculty member assignments the administration shall also observe the following general workload provisions for all instructors:

**Subd. 1. Elapsed Time for Instructors.** Except as provided below, the average daily elapsed time per week from the beginning of the first assignment to the end of the last assignment shall not exceed six (6) hours exclusive of self-assigned office hours. An individual instructor may be assigned a schedule in which the average daily elapsed time per week is increased to a maximum of ten (10) hours if this assignment is necessary to provide the course offerings within a specific program or department. An individual instructor must approve any increase in average daily elapsed time per week. In any case, where a variation is implemented, the administration shall provide in writing to the instructor and to the local grievance representative the reasons why this assignment is necessary and reasonable.

**Subd. 2. Internship Supervision.** When instructors are assigned to supervise students who are working as interns, the workload shall be assigned on a term-to-term basis. However, a full-time instructor may have the assigned credit(s) distributed over the academic year. The credit value of an internship-supervision assignment shall be calculated according to the following formula:

The supervising instructor shall receive one (1) credit for every seventeen (17) student credits. A student credit shall be defined as one student enrolled for one (1) credit. An alternate method for calculating the credit-value of the internship-supervision assignment may be implemented at the request of either the faculty member or the administration and upon agreement of the faculty member, the college president and the MSCF.

Once the credit-value of the internship-supervision assignment has been determined, for workload purposes the assignment shall also be given a contact-hour value. The contact-hour value shall be determined according to the applicable formula for internship supervision listed in Appendix G, "Schedule of Assignments."

**Subd. 3. Saturday and Sunday Assignments.** Assignments to faculty members for Saturdays and Sundays shall be considered to be within the academic calendar. This provision does not include student activity assignments. Faculty members assigned to Saturday and/or Sunday shall have their schedules arranged to provide two (2) consecutive days in each week without assignment, if desired.

**Subd. 4. Team Teaching.** Team teaching assignments may be made by mutual agreement between faculty and administration. The total value of the assignment in both credits and contact hours shall be determined according to the applicable formula listed in Appendix G, "Schedule of Assignments."

The division of the total value of the assignment between the faculty sharing the assignment shall be determined prior to the start of the assigned course/section and must be agreed to by the faculty members team teaching the assignment and the administration. In no case may the total faculty credits be fewer than the credits for the course, nor may the total faculty contact hours be fewer than those for students in the course.

**Subd. 5. Independent Study Assignments.** Independent study assignments shall be defined as the faculty member's supervision and teaching a student of a course that has been approved by the college's regular course approval procedures, or shall be defined as the tutoring of a CBE (Competency Based Education) student. Such supervision and teaching has no scheduled formal lectures or labs and is available by arrangement with an instructor.

Independent study assignments may be done as a part of the faculty member's semester load or as overload. Because independent study is student initiated, independent study assignments shall not be subject to the summer rotation language contained in Article 10, Section 4.

The credit-value of an assignment to supervise/teach an independent study course shall be calculated according to the following formula:

The faculty member shall receive one-twelfth (1/12) of one credit for each student credit or CBE unit. A student credit shall be defined as one student enrolled for one credit.

Once the credit-value of the independent-study assignment has been determined, for workload purposes the assignment shall also be given a contact-hour value. The contact-hour value shall be determined according to the applicable formula for independent-study assignments listed in Appendix G, "Schedule of Assignments."

Independent study may not be used to substitute for course offerings, unless agreed to in writing by the faculty member and administration. Copies of such agreement when the number of students exceeds four (4) students per course per semester will be provided to the MSCF Chapter grievance representative and the State MSCF in a timely manner.

A grievance regarding this Subdivision may be initiated at Step 2. The time limit for any such grievance will begin when written notice is received by either the MSCF Chapter grievance representative or the State MSCF.

**Subd. 6. Tutorial.** Although generally limited to historically liberal arts or general education courses, if there is a case in which a traditionally technical course is appropriate for the tutorial, it may be offered as a tutorial with mutual agreement of the faculty member, the administration and State MSCF. Tutorials may be offered to unlimited faculty. Tutorials may be offered to temporary full-time, temporary part-time, and adjunct faculty if there are no unlimited full-time faculty members in the credential field at the college.

In a tutorial, faculty meet with students for one-third (1/3) of the course's student-credit value and students work independently for the remaining two-thirds (2/3). For faculty workload purposes, the credit-value of the tutorial assignment shall be calculated at two-thirds (2/3) of the student-credit value of the course. For example, in a three (3) credit course offered as a tutorial, students would register for three (3) credits; the faculty member's tutorial assignment would be two (2) credits. The faculty member would meet with the students one (1) hour per week and the students would work independently for the remainder of the appropriate Carnegie Unit time.

Once the faculty credit-value of a tutorial assignment has been determined, for workload purposes the assignment shall also be given a contact-hour value. The contact-hour value shall be determined according to the applicable formula for tutorial assignments listed in Appendix G, "Schedule of Assignments."

For temporary part-time faculty, wage determination under Article 13, Section 14, and benefits determination under Article 19, shall be based upon the full student-credit value for the course. For example, if a temporary faculty member was initially offered two three-credit courses and subsequently the two three-credit courses changed to a tutorial delivery model, for workload purposes the combined credit-value of the tutorials still would be four (4) credits, but the pay would be based on the salary schedule at the pro-rata level and the benefits would be based on six (6) credits.

The maximum number of students in a tutorial is eight (8). Tutorials can only be offered by mutual agreement of the instructor and the administration and with notice to State MSCF. No more than one (1) tutorial per course can be offered by any given faculty member in any semester.

**Subd. 7. Professional Accreditation Assignments.** Programs that have professional accreditation requirements dictating extensive faculty monitoring of students on assignment outside the college shall be administered in accordance with the language in this Article, Section 7, Reasonable Credit Equivalence. Criteria such as the number of students served, number of credits, location of sites, number of visits required, preparation for and evaluation of the educational experience will be considered when determining the credit-value of the RCE.

Once the credit-value of the professional-accreditation assignment has been determined, for workload purposes the assignment shall also be given a contact-hour value. The contact-hour value shall be determined according to the applicable formula for Reasonable Credit Equivalence listed in Appendix G, "Schedule of Assignments."

**Subd. 8. Non-Credit Instruction.** When non-credit instruction is assigned as part of an instructor's load up to a full-time load, one (1) Continuing Education Unit (CEU) shall count as two-thirds (2/3) credit for the purpose of workload computation.

Once the credit-value of the assignment has been determined, for workload purposes the assignment shall also be given a contact-hour value. The contact-hour value shall be determined according to the applicable formula for non-credit instruction assignments listed in Appendix G, "Schedule of Assignments."

**Subd. 9. Class Schedules.** It is understood that faculty members and the college administration shall work collaboratively in the development of schedules. Schedules for each faculty member shall be developed by that faculty member in consultation with the college president or designee, and submitted to the college administration for approval and, if approved, consolidated into a master schedule. In the case of multi-faculty programs and/or disciplines, the faculty member(s) shall first work in consultation with the administration and each other to develop schedules prior to submission to the college administration for approval. The administratively-approved schedule shall be provided to the faculty member in writing and shall include an itemization of all equated credit assignments.

**Subd. 10. Combined Classes.** This is an assignment to teach two (2) or more courses of different content at the same time. Courses that have different designators or different course numbers or different course titles are courses with different content. Cross listed courses are not considered to be courses with different content. Courses delivered onsite at a college may not be combined with courses that are delivered online or through another system of distance learning. When combined class assignments are in distance learning, including online courses, the assignment may be made only if agreed to by the instructor. For courses delivered onsite, management may make such an assignment after consideration of the following conditions:

- A. There must be a demonstrable business reason to do so, and
- B. The combination must not cause a significant loss of course content or student ability to meet course objectives and outcomes, and
- C. The maximum class size shall not exceed the highest maximum of any of the classes that are combined.

The credit-value of a combined-class assignment consisting of two (2) combined courses shall be calculated according to the following formula: The credit-value of the instructor's assignment shall be the number of student credits of the course with the greatest student credits, plus one (1) credit.

The credit-value for combined classes of three (3) or more courses shall be mutually agreed upon by the administration and the faculty member. The credit-value may be equal to or greater than that which would result from the formula above, but may not be less, except as specified below.

With mutual agreement between a faculty member and the administration, a small enrollment/combined class waiver may be granted. This waiver will result in compensation that is determined in a manner different than the compensation calculation of this Contract. Credit-value calculations for small class/combined class waivers shall not be less than one-third (1/3) of the credit-value calculations of this subdivision. Copies of such agreements will be provided to the State MSCF in a timely manner. The State MSCF may terminate such agreements after written notification to the system office and the college president. Such terminations are to be effective at the end of the academic year.

For all of the configurations of combined classes described in this subdivision, once the credit-value of the assignment has been determined, for workload purposes the assignment shall also be given a contact-hour value. The contact hour value shall be determined according to the applicable combined class formula listed in Appendix G, "Schedule of Assignments."

**Subd. 11. Class Size.** The administration at each college shall establish, through the Shared Governance Council, a regulation that sets a reasonable maximum class size for all instruction at the college. Once the regulation is established any change must be considered through the Shared Governance Council at least one (1) semester in advance. However, by mutual agreement between the college president (or designee) and the State MSCF, the one (1) semester notice for changing class size may be waived. There will be no intentional enrollment beyond the maximum class size unless agreed to by the MSCF and the administration. Under exceptional circumstances as determined by the affected faculty member, an instructor may admit two (2) additional students per section.

**Subd. 12. Advising.** The faculty and college administration acknowledge that student success and retention are enhanced by faculty advising. Effective academic advising includes faculty who guide learners to achieve academic goals. Within the technical programs, a student is assigned an advisor when s/he begins participation in a program. In general education disciplines, the faculty member will advise students in his/her courses. Faculty are expected to guide students to help them succeed academically.

**Subd. 13. Science Laboratory Courses.** Science laboratory courses (chemistry, biology, physics, and natural science) shall be credited on the basis of one (1) credit for each one (1) lecture hour and one (1) credit for each two (2) laboratory hours. Credits for science laboratories shall be averaged over the academic year with totals in odd numbers being rounded to the nearest whole number. For purposes of rounding, .5 shall be rounded up to one (1).

**Section 2. Teaching Faculty in the Former MCCFA Bargaining Unit.** A faculty member in the former MCCFA bargaining unit may be assigned either the thirty (30) credits per academic year limit or the forty (40) contact hours per academic year limit. Whenever either limit has been reached, the instructor may accept additional credit or contact hour assignments only as overload.

When making part-time faculty assignments, the credit/contact hour limitations shall be a proration of the fifteen (15) credit or twenty (20) contact hour term limits based on the FTE percentage. When calculating the workload for part-time faculty who have a combination of credits and contact hour assignments, the calculation which produces the higher amount of salary will be used.

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**Subd. 1. Credits.**

	<b><u>Per Semester</u></b>	<b><u>Per Academic Year</u></b>
Credits (assigned to courses or equated credits)	15	30

An individual instructor may be assigned as many as eighteen (18) credits in a given semester if this assignment is necessary to provide the course offerings within a specific program or department. The total credits assigned for the year shall not exceed thirty (30), and any additional assignments beyond thirty (30) shall be considered overload.

**Subd. 2. Contact Hours.**

	<b><u>Per Semester</u></b>	<b><u>Per Academic Year</u></b>
Contact Hours	20	40

Contact hours above twenty (20), but no more than twenty-five (25) per semester, are allowable by mutual written agreement between the instructor and the college president. However, the forty (40) hours per year limitation shall remain. Part-time faculty contact hour assignments shall be determined on a pro-rata basis.

The twenty (20) or more contact hour limitation may be averaged per week within the semester and/or per semester within the academic year.

**Subd. 3. Credits/Contact Hour Workload Calculations.** Lecture courses shall be credited on the basis of one (1) credit for each one (1) lecture hour [1:1]. Unless specified otherwise in this Agreement, laboratory courses, such as but not limited to, art studios, clinicals, and science labs shall be credited on the basis of one (1) credit for each two (2) laboratory hours [1:2]. With the exception of science laboratory courses, the ratio for laboratory courses may differ if approved through the AASC process. Refer to the specific provisions of this Agreement concerning particular assignment types, as well as Appendix G, "Schedule of Assignments."

**Subd. 4.** Upon mutual agreement between the college administration and an unlimited full-time faculty member, the total credits assigned may be averaged over two (2) consecutive academic years. The credits and contact hours may be distributed over the two (2) years with no less than twenty-four (24) credits or thirty-two (32) contact hours, and no more than thirty-six (36) credits or forty-eight (48) contact hours in either year. The mutual agreement regarding how the credits will be assigned over the two-year period must be in writing and provided to the faculty member and the local grievance representative prior to March 15<sup>th</sup> in the academic year preceding the first of the two consecutive academic years being averaged. In consultation with the affected faculty member, the college may make adjustments to the two-year assignment when there is a demonstrable business reason to do so.

- A. **Revocation of Mutual Consent.** Either party may revoke mutual consent within the first semester of Year 1, in which case, the faculty member's load will be balanced in the second semester of Year 1. Either party may revoke consent in the second semester of Year 1 if the faculty member is overloaded in Year 1, in which case contractual overload provisions shall apply. A faculty member may not revoke consent after the first semester of Year 1 if the faculty member is underloaded in Year 1. If the college revokes consent after the first semester of Year 1 and the faculty member is underloaded in Year 1, the faculty member will be paid his or her full salary in Year 1.
- B. **Layoff.** In the event a faculty member who entered into a mutual two-year averaging agreement is laid off effective the spring semester of Year 1, he or she shall receive his or her full base salary if underloaded in Year 1 and any applicable overload credits at the end of spring semester of Year 1.
- C. **Separation or Retirement.** In the event a faculty member who entered into a two-year averaging agreement resigns or retires prior to the end of Year 1, any overload provisions shall apply. If underloaded in Year 1, the faculty member will receive his or her full base pay for the year.
- D. **Termination.** In the event a faculty member who was assigned overload in Year 1 is dismissed from his or her employment for cause per Article 25 prior to having completed the two-year averaging period, the faculty member will not be entitled to overload pay that he or she worked in Year 1.

**Subd. 5. Preparations.** When possible, without disrupting the normal class offerings, a maximum of three (3) separate class preparations may be assigned. A faculty member normally will not be assigned more than six (6) class preparations for classes of three (3) or more student-credits in an academic year. More than six (6) class preparations may be assigned with the approval of the individual instructor. When the number of preparations exceeds seven (7), for each additional preparation the total credits assigned to the faculty member will be reduced by one (1) credit as well as by the applicable contact-hour equivalent listed in Appendix G, "Schedule of Assignments."

**Subd. 6. Office Hours.** Each instructor shall post and maintain one (1) office hour or one (1) hour of student availability in some other campus location per week for each three (3) credits taught to a maximum of fifteen (15) credits. Additional office hours or student availability may be scheduled at the instructor's option. If a faculty member's entire assignment is online, the office hours can be held entirely online. If the entire assignment is onsite, the office hours are held entirely onsite. If the assignment is mixed, the office hour locations are mixed in reasonable proportions to allow for faculty availability to students. (See joint MSCF/Minnesota State letter – Appendix B.)

**Subd. 7. Department and/or Division Coordinators/Chairpersons.** The college president may establish, through the Shared Governance Council at each college, department and/or division coordinators/chairpersons positions as needed. If such positions are established they shall be based upon the faculty members' community of interest and shall be done in accordance with the following:

- A. **Selection Process.** The faculty members in each department and/or division may annually submit to the college president a list of at least two (2) acceptable candidates for the position of department and/or division coordinator/chairperson. The college president shall appoint the department and/or division coordinator/chairperson from among the acceptable candidates. However, if none of these will voluntarily accept the appointment, or if no list is submitted, then the college president may select and appoint no later than May 15 a department and/or division coordinator/chairperson from the department for a one (1) year term for the following year.
- B. **Duties.** Department and/or division coordinators/chairpersons shall coordinate the activities of the department and/or division through a regular consultation with all members of the department and/or division, the Shared Governance Council and the college president. Department and/or division coordinators/chairpersons may responsibly direct other members of the bargaining unit in their department and/or division only, but may not exercise other supervisory responsibilities as defined by M.S. 179A.03, Subd. 17.
- C. **Compensation.** The administration at each college shall establish, through the Shared Governance Council, the tasks and responsibilities that will be assigned to each department and/or division coordinator/chairperson. After these tasks and responsibilities have been established, a credit equivalence shall be assigned to department, and/or division coordinators/chairpersons for their coordination/chairperson responsibilities. If there are ten (10) or fewer FTE faculty positions in the department and/or division, the credit equivalence shall be no less than three (3) per semester unless the chapter president, coordinator and college president agree in writing to a lesser amount. If there are more than ten (10) FTE faculty positions in the department and/or division, at least one (1) additional equated credit per semester shall be assigned for each additional ten (10) FTE faculty positions or fraction thereof. Normally, the equated credits will be used in determining release time from other assignments. However, in cases where the release time cannot reasonably be granted without undue disruption of the responsibilities of the department and/or division, the administration may elect to pay for the equated credits as overload pay. Also, the administration may in such cases elect to assign part of the equated credits as release time and the rest as overload pay.

Once the credit-value of the assignment has been determined, for workload purposes the assignment shall also be given a contact-hour value. The contact hour value shall be determined according to the applicable formula listed in Appendix G, "Schedule of Assignments."

D. **Overload Limitation.** Department and/or division coordination/chairperson overload pay may exceed the forty percent (40%) overload limitation; but if it does, such department/division coordinator/chairperson shall not be eligible for additional overload pay, extra weeks, or summer school.

E. **Consolidated Campuses.** At consolidated campuses where departments/divisions are combined, an alternate process for designating departments/divisions and electing coordinators/chairpersons may be implemented by mutual agreement of the administration and the MSCF. The compensation of the elected coordinator/chairperson shall be pursuant to the provisions of the faculty member's former unit designation. An alternate method for compensation may be implemented at the request of the faculty member and upon agreement of the college president and the MSCF.

Once the credit-value of the assignment has been determined, for workload purposes the assignment shall also be given a contact-hour value. The contact-hour value shall be determined according to the formula listed in Appendix G, "Schedule of Assignments." If the alternative method results in a stipend, credits and corresponding contact hours will not apply.

**Subd. 8. Occupational Program Coordinators.** The college president or designee may determine that an occupational program shall have a coordinator who shall responsibly direct other members of the bargaining unit in the program, but not exercise other supervisory responsibilities as defined in M.S. 179A.03, Subd. 17. Such coordinator shall be selected and appointed by the president, and be given a minimum credit equivalence of three (3) credits per semester, unless the MSCF Chapter president, coordinator and college president agree in writing to a lesser credit-equivalence.

Once the credit-value of the assignment has been determined, for workload purposes it shall be also given a contact-hour value. The contact-hour value shall be determined according to the formula for Occupational Program Coordinators listed in Appendix G, "Schedule of Assignments."

### **Section 3. Teaching Faculty in the former UTCE Bargaining Unit.**

**Subd. 1. Credits and Contact Hours.** Faculty in the former UTCE bargaining unit may be assigned an academic-year maximum of up to thirty-two (32) credits or up to twenty-seven (27) contact hours per week. Whenever either limit has been reached the instructor may accept additional credit or contact hour assignments as overload. When making part-time assignments, the credit/contact hour limitation shall be a proration of the FTE.

The twenty-seven (27) contact hour limit may be averaged per week within a semester and/or per semester within the academic year.

**Subd. 2. Credits/Contact Hour Workload Calculations.** Lecture courses shall be credited on the basis of one (1) credit for each (1) lecture hour [1:1]. Unless specified otherwise in this Agreement, laboratory courses, such as but not limited to, art studios, clinicals, and science

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labs shall be credited on the basis of one (1) credit for each two (2) laboratory hours [1:2]. With the exception of science laboratory courses, the ratio for laboratory courses may differ if approved through the AASC process. Refer to the specific provisions of this Agreement concerning particular assignment types, as well as Appendix G, "Schedule of Assignments."

**Subd. 3.** Upon mutual agreement between the college administration and an unlimited full-time faculty member, the total credits assigned may be averaged over two (2) consecutive academic years. The credits and contact hours may be distributed over the two (2) years with no less than twenty-six (26) credits or forty-four (44) contact hours, and no more than thirty-eight (38) credits or sixty-four (64) contact hours in either year. The mutual agreement regarding how the credits will be assigned over the two-year period must be in writing and provided to the faculty member and the local grievance representative prior to March 15<sup>th</sup> in the academic year preceding the first of the two consecutive academic years being averaged. In consultation with the affected faculty member, the college may make adjustments to the two-year assignment when there is a demonstrable business reason to do so.

- A. **Revocation of Mutual Consent.** Either party may revoke mutual consent within the first semester of Year 1, in which case, the faculty member's load will be balanced in the second semester of Year 1. Either party may revoke consent in the second semester of Year 1 if the faculty member is overloaded in Year 1, in which case contractual overload provisions shall apply. A faculty member may not revoke consent after the first semester of Year 1 if the faculty member is under loaded in Year 1. If the college revokes consent after the first semester of Year 1 and the faculty member is under loaded in Year 1, the faculty member will be paid his or her full salary in Year 1.
- B. **Layoff.** In the event a faculty member who entered into a mutual two-year averaging agreement is laid off effective the spring semester of Year 1, he or she shall receive his or her full base salary if underloaded in Year 1 and any applicable overload credits at the end of spring semester of Year 1.
- C. **Separation or Retirement.** In the event a faculty member who entered into a two-year averaging agreement resigns or retires prior to the end of Year 1, any overload provisions shall apply. If underloaded in Year 1, the faculty member will receive his or her full base pay for the year.

**Termination.** In the event a faculty member who was assigned overload in Year 1 is dismissed from his or her employment for cause per Article 25 prior to having completed the two-year averaging period, the faculty member will not be entitled to overload pay that he or she worked in Year 1.

**Subd. 4. Department and/or Division Coordinators/Chairpersons.** The administration and the MSCF Chapter(s) shall designate various departments and/or divisions consistent with the college's mission. Designation of departments and/or divisions shall occur once each year. All faculty members shall be a member of at least one (1) department and/or division. Each designated department and/or division will have a coordinator/chairperson according to the following:

- A. **Selection Process.** When such coordinator/chairperson positions have been established the faculty members in each department and/or division may annually submit to the college president a list of at least two (2) acceptable candidates for the position of department and/or division coordinator/chairperson. The college president shall appoint the department and/or division coordinator/chairperson from among the acceptable candidates. However, if none of these will voluntarily accept the appointment, or if no list is submitted, then the college president may select and appoint no later than May 15 a department and/or division coordinator/chairperson from the department for a one (1) year term for the following year.
- B. **Duties.** Department and/or division coordinators/chairpersons shall coordinate the activities of the department and/or division through a regular consultation with all members of the department and/or division, the Shared Governance Council and the college president. Department and/or division coordinators/chairpersons may responsibly direct other members of the bargaining unit in their department and/or division only, but may not exercise other supervisory responsibilities as defined by M.S. 179A.03, Subd. 17.
- C. **Method of Compensation.** Any faculty member appointed to a position of department/division coordinator/chairperson may mutually agree with the administration to one of the following: the stipend of two thousand five hundred dollars (\$2,500.00); release time in addition to the stipend of two thousand five hundred dollars (\$2,500.00); or release time equal to a minimum of two thousand five hundred dollars (\$2,500.00) based on the faculty members' annual base salary prorated. Compensation may be shared by up to three (3) faculty members by mutual agreement between the faculty members, the MSCF Chapter and the college president or designee.
- If the method of compensation involves release time, once the credit-value of the assignment has been determined, for workload purposes the assignment shall also be given a contact-hour value. The contact-hour value shall be determined according to the applicable formula listed in Appendix G, "Schedule of Assignments." If the method of compensation includes a stipend, credits and corresponding contact hours will not apply to the stipend.
- D. **Overload Limitation.** Department/division coordination/chairperson overload pay may exceed the forty percent (40%) overload limitation; but if it does, such department/division coordinator/chairperson shall not be eligible for additional overload pay, extra weeks, or summer school.
- E. **Consolidated Campuses.** At consolidated campuses where departments/divisions are combined an alternate process for designating departments/divisions and electing coordinators/chairpersons may be implemented by mutual agreement of the administration and the MSCF. The compensation of the elected coordinator/chairperson shall be pursuant to the provisions of the faculty member's former unit designation. An alternate method for compensation may be implemented at the request of the faculty member and upon agreement of the college president and the MSCF.

Once the credit-value of the assignment has been determined, for workload purposes the assignment shall also be given a contact-hour value. The contact-hour value shall be determined according to the applicable formula listed in Appendix G, "Schedule of Assignments." If the alternate method results in a stipend, credits and corresponding contact hours will not apply.

**Subd. 5. Travel Time.** Compensation for travel will be determined by the following:

- A. When a faculty member is assigned to travel between campuses or sites on the same day, the travel time shall be applied to the faculty member's student contact hours. The travel time shall be determined by dividing the number of miles between the work locations by fifty (50).

Once the contact-hour value of the reduction has been determined, for workload purposes the reduction shall also be given a credit-hour value. The credit-hour value shall be determined according to the applicable formula listed in Appendix G, "Schedule of Assignments."

- B. When a faculty member is assigned to travel to different campuses or sites on alternating days, mileage compensation will be determined by Article 18 for travel from the faculty member's permanent work location to and from the assigned location.

**Subd. 6. Preparations for Faculty Teaching General Education Disciplines (See Paragraph 2 of 1999 BMS Order).** When possible, without disrupting the normal class offerings, a maximum of three (3) separate class preparations may be assigned. A faculty member normally will not be assigned more than six (6) class preparations for classes of three (3) or more student-credits in an academic year. More than six (6) class preparations may be assigned with the approval of the individual instructor. When the number of preparations exceeds seven (7), for each additional preparation the total credits/contact hours assigned to the faculty member will be reduced by one (1) credit as well as by the applicable contact-hour equivalent listed in Appendix G, "Schedule of Assignments."

**Subd. 7. Office Hours for Faculty Teaching General Education Disciplines (See Paragraph 2 of 1999 BMS Order).** Each instructor shall post and maintain one (1) office hour of student availability in his/her office or some other campus location per week for each three (3) credits taught to a maximum of fifteen (15) credits. Additional office hours or student availability may be scheduled at the instructor's option. If a faculty member's entire assignment is online, the office hours can be held entirely online. If the entire assignment is onsite, the office hours are held entirely onsite. If the assignment is mixed, the office hour locations are mixed in reasonable proportions to allow for faculty availability to students. (See joint MSCF/Minnesota State letter – Appendix B.)

**Subd. 8. Office Hours for Teaching in Other than General Education Disciplines (See Paragraph 2 of 1999 BMS Orders).** Each instructor shall post and maintain two (2) office hours of student availability per week on campus outside the instructor's scheduled instructional time. These hours will be scheduled in increments of not less than one-half (½) hour. Additional office hours of student availability may be scheduled at the instructor's option.

**Section 4. Librarians.** Librarians, by credential field, shall be responsible for the development and implementation of library/media services including summer coverage to support the mission and philosophy of each institution, and to develop, cooperatively with the administration, the goals and objectives for these services prior to the start of each academic year. Librarians on each campus, among themselves, shall develop their methods of implementation for the purpose of accomplishing these goals and objectives. Priority will be given to services necessary to fulfill the educational needs of students and instructional needs of faculty. It is recognized that the quality and quantity of these services will depend upon the availability of staff and other resources. Librarians on each campus, among themselves, after consultation with the administration, shall develop and post their hours of availability. Librarians shall be responsible for scheduling thirty-five (35) hours per week to accomplish the goals and objectives referred to above. When librarians perform teaching assignments and/or non-instructional assignments, their responsibilities shall be adjusted proportionately following the applicable credit-to-contact-hour calculations for instructional and non-instructional assignments in Appendix G, "Schedule of Assignments." Part-time librarian assignments shall be determined on a pro-rata basis.

**Section 5. Counselors.** All counselors, by credential field, shall be responsible for the development and implementation of the counseling services, including summer coverage, to support the mission and philosophy of each institution and to develop, cooperatively with the administration, the goals and objectives for these services prior to the start of each academic year. Counselors on each campus, among themselves, shall develop their methods of implementation for the purpose of accomplishing these goals and objectives. Priority will be given to services necessary to fulfill the educational needs of students and instructional needs of faculty. It is recognized that the quality and quantity of these services will depend upon the availability of staff and other resources. When counselors perform teaching assignments and/or non-instructional assignments, their responsibilities shall be adjusted proportionately following the applicable credit-to-contact-hour calculations for instructional and non-instructional assignments in Appendix G, "Schedule of Assignments." Part-time counselor assignments shall be determined on a pro-rata basis.

It is further recognized by the parties that:

- A. After consultation with the counseling department, the college president or designee decides when and where counseling services necessary to meet the goals and objectives shall be offered.
- B. Counselors on each campus, among themselves, shall decide which individuals shall work to cover the hours set by the college president or designee.

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- C. In the event that counselors are unable to decide which individuals shall work to cover the set hours, the college president or designee shall assign individual counselors.
- D. Counselors shall be responsible for scheduling thirty-five (35) hours per week to accomplish the goals and objectives referred to above. When counselors perform teaching assignments, their responsibilities shall be adjusted proportionately. Part-time counselor assignments shall be determined on a pro-rata basis.

**Section 6. Other Assignments.** Instructors, librarians and counselors who are assigned full-time to perform duties other than teaching, counseling duties or librarian duties, or who are assigned to instructional labs which require no special advance preparation and no evaluation which cannot be completed during the lab periods shall be responsible for scheduling thirty-five (35) hours per week for the purposes of carrying out the development and implementation of services to support the mission and philosophy of their credential field or area of assignment and to develop cooperatively with the administration, the goals and objectives of these services prior to the start of each academic year or the start of an assignment. These individuals, or groups as is appropriate on each campus shall develop, after consultation with the administration, their hours of work and methods of implementation for purposes of accomplishing the goals and objectives.

Priority will be given to services necessary to fulfill the educational needs of students and the instructional needs of faculty. It is recognized that the quality and quantity of these services will depend upon the availability of staff and other resources.

If faculty members have a portion of their assignments in conformity with “Other Assignments” clause, then the balance of their assignment under the counselor, librarian or instructor clauses of the Contract will be reduced proportionately, following the applicable credit-to-contact-hour calculations for instructional and/or non-instructional assignments in Appendix G, “Schedule of Assignments.”

**Section 7. Reasonable Credit Equivalence.** A faculty member may be assigned duties that are not described in this agreement by written mutual agreement among the faculty member, and the college president or designee. Copies of such agreements will be provided to the MSCF Chapter grievance representative and the State MSCF in a timely manner. The credit-value for the assignment will be determined before the assignment is made.

Once the credit-value of the assignment has been determined, for workload purposes the assignment shall also be given a contact hour value. The contact-hour value shall be determined according to the applicable formula for Reasonable Credit Equivalence assignments listed in Appendix G, “Schedule of Assignments.”

The instructor’s regular workload will then be reduced by the credit-value/contact-hour value of the RCE assignment. The college administration will schedule the assignment within the parameters described in this Article except by mutual agreement among the faculty member, the State MSCF, and the college president or designee. If an overload condition is created,

compensation shall be according to the overload calculation in Article 13, Section 19. A grievance regarding this section may be initiated at Step 2. The time limit for any such grievance will begin when the written notice is received by either the MSCF Chapter grievance representative or the State MSCF.

**Section 8. Alternate Delivery.** Whenever possible, the administration will work cooperatively with faculty when assignments for distance learning, combined classes or flex labs are necessary.

**Subd. 1. Distance Learning.** The intent of distance learning, including tele-courses, is to provide student access to instruction and services. Materials developed expressly for distance learning by the faculty may not be reused without the faculty member's permission. The faculty member shall not be responsible for maintenance of equipment. The terms and conditions of this Contract shall apply to faculty who are providing distance learning.

Consistent with Appendix G, "Schedule of Assignments", the formula for calculating the workload value of distance-learning assignments shall be as follows:

- Lecture courses delivered through a distance-learning mode shall be valued at one (1) credit for each one (1) lecture hour.
- Laboratory courses delivered through a distance-learning mode shall be valued at one (1) credit for each two (2) laboratory hours.

**Subd. 2. Flex Labs/Individualized Instruction.** In accordance with Appendix G, "Schedule of Assignments", a flex lab is defined as follows:

A flex lab is a mode of delivery (just as lecture, lab, online, hybrid, and distance learning are modes of delivery) whose discrete course components (which include an outline, syllabus, assessment, and stated outcomes) are not scheduled at specific times. Flex labs are asynchronous and students who register for a course delivered as a flex lab will progress at their own pace. Students may receive a packet of materials in support of their individualized instruction and learning. Unlike some of the other delivery modes referenced above, flex labs are held in a physical location.

The formula for calculating the workload of flex-lab assignments shall be outlined in Appendix G, "Schedule of Assignments."

**Section 9. Student Activity Assignments.** Student activity assignments to faculty members shall be given equitable credit equivalence on each campus according to the following:

In addition to the credit-values listed below in this Section for the named student-activity assignments, for workload purposes student-activity assignments with credit values shall also be given a contact-hour value. The contact-hour value shall be determined according to the applicable formula listed in Appendix G, "Schedule of Assignments."

**Subd. 1. Uniform Assignments**

**Credit Equivalencies**

**A. Athletics**

Football (Head)	7
Football (Asst.)	4
Wrestling (Head)	7
Wrestling (Asst.)	4
Baseball	7
Volleyball	7
Basketball (Head Women's)	7
Basketball (Head Men's)	7
Basketball (Asst. Women's)	4
Basketball (Asst. Men's)	4
Soccer (Women's)	7
Soccer (Men's)	7
Softball	7
Cross Country (Combined)	4.5
Cross Country (Men's)	3
Cross Country (Women's)	3
Golf (Men's)	3
Golf (Women's)	3
Golf (Combined)	4.5
Clay Target Shooting (Men's)	3
Clay Target Shooting (Women's)	3
Clay Target Shooting (Combined)	4.5
Tennis (Women's)	3
Tennis (Men's)	3
Tennis (Combined)	4.5

When the teams are combined because the total participants are fewer than fifteen (15) and the sport is coached by one faculty member, the coaching credit equivalency shall be 4.5 credits. When the number of total participants is fifteen (15) or greater, the teams shall continue as two separate teams at three (3) credits each. In this case, the same faculty member may coach both teams, as assigned.

When combined teams participate in both men's and women's national tournaments, the additional coaching duties shall be recognized through reasonable credit equivalence (Section 7 of this Article).

**B. Athletic Coordination.** Credit equivalency allocation to be based on number of sports for which there is responsibility, as follows:

**Sport**

**Credit Equivalencies**

General Responsibility (Men’s)	2	Subtract from total the amount received for football in summer before the contract year starts.
General Responsibility (Women’s)	2	
Football (Men’s)	2	
Volleyball (Women’s)	2	
Wrestling (Men’s)	2	
Basketball (Men’s)	2	
Basketball (Women’s)	2	
Soccer (Men’s)	2	
Soccer (Women’s)	2	
Baseball (Men’s)	1.5	
Softball (Women’s)	1.5	
Cross Country (Combined)	.5	
Cross Country (Men’s)	.5	
Cross Country (Women’s)	.5	
Golf (Men’s)	.5	
Golf (Women’s)	.5	
Golf (Combined)	.5	
Clay Target Shooting (Men’s)	.5	
Clay Target Shooting (Women’s)	.5	
Clay Target Shooting (Combined)	.5	
Tennis (Women’s)	.5	
Tennis (Men’s)	.5	
Tennis (Combined)	.5	

Athletic coordinators may responsibly direct other members of the bargaining unit in their activity only, and may perform other administrative duties, but may not exercise other supervisory responsibility as defined in M.S. 179A.03, Subd. 17.

**C. Theater**

- 1. Major Production: Seven (7) credits per major production to be divided as appropriate by and between the director and the technical director(s), at the request of the director.
  
- 2. Minor Production: Four (4) credits per minor production, to be divided as appropriate by and between the director and the technical director.

D. **Music**

1. Major Group: Five (5) credits per semester; a group that rehearses a minimum of four (4) times per week or a minimum of two hundred (200) minutes per week, and has a minimum of one (1) major performance each semester.
2. Intermediate Group: Four (4) credits per semester; a group that rehearses a minimum of three (3) times per week or a minimum of one hundred-fifty (150) minutes per week, and has a minimum of one (1) major performance each semester.
3. Minor Group: Three (3) credits per semester; a group that rehearses a minimum of two (2) times per week or a minimum of one hundred (100) minutes per week, and has a minimum of one (1) major performance each semester.
4. Specialty Group: Credits determined under non uniform assignments; group does not meet the specifications of 1. 2. or 3. above.

The number of rehearsals shall be a part of the course outline as approved by the Academic Affairs and Standards Council. For music activities, the credit equivalency of the instructor will not be affected by the extent to which students do or do not receive credit for participation.

E. **Publications**

1. Major Publication: Five (5) credits per semester; a publication which requires four (4) or more multi-page publications or E-publications per semester.
2. Minor Publication: Three (3) credits per semester; a publication which requires fewer than four (4) publications or E-publications per semester.

**Subd. 2. Other Student Activity Assignments.** Assignments to do the following student activities shall be by mutual agreement between the faculty member and the administration. Release time may be mutually agreed upon between the faculty member, the college president or designee in consultation with the local grievance representative. If the method of compensation involves release time, once the credit-value of the assignment has been determined, for workload purposes the assignment shall also be given a contact-hour value. The contact-hour value shall be determined according to the applicable formula listed in Appendix G, “Schedule of Assignments.” If the method of compensation is not release time, compensation for the assignment shall be as follows:

<b><u>Assignment</u></b>	<b><u>Total Compensation</u></b>
Campus Club Advisor	Not less than \$500.00 each academic year
Cheerleader Advisor	Not less than \$175.00 each academic year
Student Senate Advisor	A minimum of \$1,400.00 and up to \$2,000.00 each academic year
Supervision of a student club activity on a night or weekend	\$100.00 per day plus expenses

The above assignments are based on mutual agreement between the faculty member and the college administration and must be approved in advance. These assignments may be shared by two (2) or more faculty members; however, the total compensation for shared advisory duties shall be divided. The dollar amounts in the table above represent the total compensation for the indicated advising responsibilities. Compensation will be appropriately prorated if a faculty member performs a partial assignment.

To qualify for the one hundred dollar (\$100.00) per diem compensation, the following conditions must be met:

- The faculty member must complete and have administrative pre-approval of a student activity assignment form.
- The faculty member must be involved in a pre-approved state or national vocational student organization activity.
- The faculty member must be involved in a pre-approved student contact/direction activity.
- The faculty member must be spending the night after 6:00 a.m.

**Subd. 3. Non-Uniform Activity Assignments.**

The credit-value for all student-activity assignments that are not listed in Section 9. Subds. 1. and 2. above shall be calculated according to the following formula:

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The faculty member shall receive one (1) credit for every twenty (20) hours/twenty-seven (27) hours (depending on the faculty status) anticipated with students in any of the following: practice, rehearsal, performance, instruction and activity supervision. (This would include such activities as forensics, costuming, choreography, technical directing or stage managing of non-theater activities, intramurals, drill-dance teams and others not listed.) The assignment is initially to be valued in credits, not as total number of hours to be devoted to all aspects of the activity. The estimation of anticipated hours with students is merely a method for arriving at the credit value.

Once the credit-value of the assignment has been determined, for workload purposes the assignment shall also be given a contact-hour value. The contact-hour value shall be determined according to the applicable formula listed in Appendix G, "Schedule of Assignments."

**Subd. 4. Variance from Named Credit-Values.** Variance from the credit-values listed above may be requested through the following process:

- A. After discussion with the Shared Governance Council, variance from the credit-values named in Section 9, Subds. 1, 2, and 3 above may be requested by the college president, provided that justification is included which clearly demonstrates the need or desirability for such variations. The requests and justification will be made in writing to the Chancellor's designee.
- B. Both the Chancellor's designee and the MSCF must agree to the variance prior to implementation. If such variation is approved, the fact and the reasons for it shall be posted on official bulletin boards.

**Subd. 5. Scheduling Activities and Credit Determination.** The faculty member shall have responsibility for scheduling the activity in cooperation with the administration. However, the actual contact hours of the activity will not be counted in the determination of the faculty member's classroom contact hour limitation. Instead the resulting actual number of workload credits will have corresponding contact hours in accordance with the applicable formula listed in Appendix G, "Schedule of Assignments."

The classroom contact hours reduction shall be applied in total to the semester in which the activity assignment occurs unless requested by the faculty member and agreed to by the administration. The administration will endeavor to schedule classes for faculty members having student activity assignments at such times that the combination of classes and activities will result in reasonable elapsed time.