



# Know your Contract: Calculating Instructional Workload

# Welcome from the LCCEA Grievance Team!

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# Workshop Objectives

- Differentiate between other types of faculty workload and non-teaching work
- Understand contract and other terminology related to workload
- Review Article 35 contract language describing normal, per term workloads
- Locate relevant agreements from the Joint Workload Taskforce MOA
- Apply formulas used to calculate instructional workload
- Try the Instructional workload calculator

# Other Workload components

- Other types of faculty workload (e.g. reassignment time, program coordination, non-teaching positions)
- Non-teaching work for contracted teaching faculty (See 35.2 - 35.3)
  - 15% of time for non-teaching work (e.g. department or collegewide meetings, committees, assessment projects, joint college-association work etc.)
  - All work that is not teaching / grading/ or course preparation time
  - Individual faculty choose their non-teaching work
  - Not required for part-time faculty
    - May be assigned, must be compensated (See Art. 32.5)
    - In-service/meeting hours for any LCC meeting or workshop (9.2.2)
      - 24 hours for PT faculty teaching in Fall
      - 8 hours for PT faculty teaching in Spring

# Terminology

- Credits
- FTE = full-time equivalent (e.g. 1.0 FTE = full-time; 0.5 FTE = half-time)
- Term FTE = full-time equivalent for the term (e.g. 1.0 for Fall = full-time for Fall)
- Annual FTE = full-time equivalent for the academic year (e.g. 1.0 FTE = full-time for Fall, Winter, Spring)
- TLCs = Teaching Load Credits (AKA ILCs)
- Course preps or preparations = the number of different courses a faculty member teaches (e.g. 2 sections WR121 and 1 section WR122 = 2 preps)
- “Maximum Class Size post-enhancement” = max capacity for student registration per section
- Lecture, lab, lecture-lab
  - 1 credit lecture = 1 weekly hour class time
  - 1 credit lab = 3 weekly hours class time
  - 1 credit lec-lab = 2 weekly hours class time

# Article 35 Instructional Workload Provisions

**Note:** *These provisions establish standards for lecture, lab, lecture-lab, and writing. Please see modifications as described in subsequent slides and Joint Workload Taskforce Findings MOA.*

**35.1.1 Social Science:** Fifteen (15) credit hours, or 450 weekly student contact hours at the beginning of the third week for large lecture classes with a maximum of three (3) preparations. Four (4) different course preparations is a full workload.

**35.1.2 Health Occupations:** Twenty-two (22) weekly contact hours in a laboratory situation. Number of students determined by number of lab stations or by program requirements.

# Article 35 Provisions, continued

**35.1.3 Biology:** Three (3) combination lecture and laboratory courses with twenty-four (24) students each, which meet for six (6) hours per week for four (4) credit hours (18 contact hours per week). Maximum of two (2) preparations.

**35.1.4. Writing:** In cases where three (3) credit lecture courses are taught, four (4) lecture courses with twenty-four (24) students each, which meet for three (3) hours per week for three (3) hours of credit (12 contact hours per week). Or, in cases where four (4) credit lecture courses are taught, three (3) lecture courses with twenty four students each, which meet for four (4) hours per week for four (4) hours of credit (12 contact hours per week). Maximum of three (3) preparations.

# Joint Workload Task Force MOA

- Required through 2014 MOA, within 2013-2015 contract negotiations
  - Increased some class sizes
  - Part of overall contract agreement that included:
    - Expansion of part-time faculty healthcare benefits to family members
    - Expanded hours and use of inservice/meeting hours for PT faculty
    - Other compensation increases for all faculty, safety provisions
- Codifies, protects existing **workload parameters** in MOA:
  - Term and annual TLCs
  - Maximum preps per term
  - Class sizes



# Findings Results MOA (Examples)

See pp. 155-164 of contract

Subj.	Term TLC max	Annual TLC max	Max preps/ term	Max class sizes
A & P	15	45	2	BI 234 has maximum class size of 24; all others have maximum of 28
Speech Comm.	16	44	3	Maximum class sizes are 25 with the following exceptions. COMM 105 has a max class size of 33. COMM100, 112, 115, 218 are 28. COMM 111 is 27.
Culinary	17	51		CA160lab, 162 lab, 163 lab, 163A,163B,163C, 121, 122, 123, 124, 125 have a max of 16. CA 160, 162,163 (all lecture), and CA176 have a max of 36. CA292, 293, 294 have a max of 18. CA130, CA175 have a max of 30. CA200 has a max of 32.

# How to calculate instructional workload

Use the calculator! Or use these formulas:

## Lecture:

# weekly Lecture hours x 1.0 = TLCs      TLCs/ term max TLC = term FTE

Example: 4 credit lecture class meets 4 hours per week

$$4 \times 1.0 = 4 \text{ TLCs}$$

$$4 \text{ TLCs} / 15 \text{ TLC} = 0.267 \text{ FTE}$$

## Lab:

# weekly Lab hours x 0.682 = TLCs      TLCs/ term max TLC = term FTE

Example: 2 credit lab class meets 6 hours per week

$$6 \times 0.682 = 4.094 \text{ TLCs}$$

$$4.092 / 15 \text{ TLC} = .273 \text{ FTE}$$

# How to calculate instructional workload, continued

## Lec-Lab:

(# weekly Lecture hours x 1.0) + (# weekly lab hours x 0.682) = TLCs      TLCs/ term TLC = term FTE

Example: 3 credit lec-lab class meets 6 hours per week with 3 hours lecture and 3 hours lab

$$(3 \times 1.0) + (3 \times 0.682) = 5.046 \text{ TLCs} \quad 5.046 \text{ TLCs} / 15 \text{ TLC} = 0.336 \text{ FTE}$$

\*These examples assume a 15 TLC/ term = 1.0 FTE load. Please see calculator for other variations depending on workload parameters in your discipline.

## Courses with both Lecture and Lab\*\*

(# weekly Lecture hours x 1.0) + (# weekly lab hours x 0.682) = TLCs      TLCs/ term TLC = term FTE

Example: 3 credit class with 2 credits lecture and 1 credit lab (meets 5 hours per week)

$$(2 \times 1.0) + (3 \times 0.682) = 4.046 \text{ TLCs} \quad 4.046 \text{ TLCs} / 15 \text{ TLC} = 0.270 \text{ FTE}$$

# Try out the Calculator and Q & A

[https://drive.google.com/file/d/1lgeMJ\\_x5ZI2WGhxOg4QONIOaftDC7ejT/view?usp=sharing](https://drive.google.com/file/d/1lgeMJ_x5ZI2WGhxOg4QONIOaftDC7ejT/view?usp=sharing)

# Thank you!

Workload Calculator is available at <https://lccea.org/contract/>

More good information: <https://lccea.org/>

Contact us: [lcceacontract@lanecc.edu](mailto:lcceacontract@lanecc.edu)