

**ARTICLE 24  
INSTRUCTIONAL WORKLOAD**

**A. INSTRUCTIONAL WORKLOAD STANDARD, COURSE DEFINITION  
AND EQUIVALENCIES**

1. Full Time Instructional Workload Standard

The full-time (100%) instructional workload standard for NSF for an academic year shall not exceed nine (9) instructional workload credits over three (3) quarters or six (6) instructional workload credits over two (2) semesters, or the equivalent. Instructional workloads may be lower, based upon the instructional workload standard of the campus, department, program or unit. A full-time course load for a 100% NSF who teaches writing and foreign language courses will not exceed eight (8) instructional offerings/classes/courses/sections on a quarter campus or five (5) instructional offerings/classes/courses sections on a semester campus.

2. Definition of a Course with One Instructional Workload Credit (IWC)

For purposes of this Article, a course shall be valued at one instructional workload credit (IWC) when it meets the following definition: an instructional offering that is regularly scheduled, requires significant academic preparation, office hours, and/or grading outside the class by the instructor, and meets a minimum of three (3) hours per week. Two or more sections of a course taught by one NSF shall have the same IWC as two or more sections of a course taught by multiple NSF.

3. Courses Values At Other Than One IWC

a. It is recognized that some course offerings may warrant IWC valuation greater than one (1) IWC. Factors that may be considered in determining that a course warrants a valuation greater than one IWC include the following: laboratory supervision, extensive supervision of academic student employees, very large lecture courses, grading-intensive classes, studio instruction, and clinical instruction that the University requires the Lecturer to perform. The above list is not exhaustive.

b. It is recognized that some course offerings may warrant IWC valuation less than one (1) IWC. Such examples include but are not limited to a course that meets *two or fewer* hours per week, independent study classes, partial term classes.

4. Determining Relative Workload Values

In determining the relative workload value of instructional offerings and course equivalencies, the University shall consider the instructional and evaluation methods employed, the nature of the courses assigned, the preparations required, the number of students expected to enroll, and the availability of support employees. In addition, the University may consider other factors.

**B. OTHER ASSIGNED DUTIES**

1. In determining workload, the University shall provide workload equivalencies to an NSF whenever s/he is required or clearly expected by the University to perform duties in addition to her/his assigned teaching duties, as set forth in A.2., A.3., and A.4. above, and that are neither provided for in the NSF's appointment percentage, the IWC assigned to the course, or compensated for under another title. Normally, an NSF employed at less than 100% appointment shall be compensated via equivalencies. Such equivalencies shall be based on the NSF's annual salary rate. However, should a campus practice be to acknowledge these duties by other forms of compensation, then it may continue to do so instead of providing an equivalency. Below is a representative list of such duties:
  - a. Committee work for department or program, e.g., standing personnel committee, curriculum development committee, exam committee. (It would not include review committees such as an excellence review committee.)
  - b. Designated service as an advisor or mentor to undergraduate students and graduate students, e.g. thesis or dissertation adviser, undergraduate majors, honors work, or training of Teaching Assistants.
  - c. Provision of independent study courses.
  - d. Administration of placement examinations, e.g., writing, languages, arts, or music.
  - e. Coordination and supervision of extracurricular activities, e.g., student publications, student organization, field trips, performances, exhibits, fundraising, and special events.
  - f. Development and coordination of internships.
  - g. Course coordination for instructional offerings that are delivered via multiple instructors and sections, e.g., administrative scheduling for locations and times of sections,

coordination of laboratory facilities, development, compilation and management of common course materials.

- h. Course, curriculum or program development, e.g., on-line instructional materials, course redesign, or website content.
- i. Special advising, tutoring and coaching, or community outreach programs sponsored by a program or department, e.g. interactions or meetings between language and music faculty and students outside of office hours.

This list of duties is not exhaustive. Equivalencies may be awarded in any situation where an NSF is required or clearly expected by the University to perform duties in addition to his or her assigned teaching duties.

#### **C. WORKLOAD AVERAGING ACROSS QUARTERS OR SEMESTERS**

The University may, at its sole, non-grievable discretion, average an NSF's workload over two or more adjacent quarters or semesters. Although the NSF's workload in a term may exceed 100%, the total appointment shall not exceed 100%. Under no circumstances shall an NSF teach more than three courses in a term.

#### **D. CHANGES TO EXISTING WORKLOAD**

If the University proposes to change the workload value assigned to an existing instructional course or offering or the maximum Instructional Workload Credit (IWC) for a department or campus, the University shall provide at least 30 calendar days written notice to the Union and offer to meet and discuss prior to implementing any proposed changes.

#### **E. ESTABLISHING IWC'S FOR NEW COURSES OR INSTRUCTIONAL OFFERINGS**

For new courses that have been approved by the campus Committee on Courses and Instructional Offerings for which there is no IWC or equivalency, the University will establish an IWC or equivalency according to the factors set forth in Section A above. The University shall offer to meet and discuss prior to implementing the IWC or equivalency for a new course or instructional offering. NSF may consult by providing written or oral comments and suggestions regarding workload values to their departments.

#### **F. MEET AND DISCUSS SHALL NOT DELAY IMPLEMENTATION**

The University's obligation to meet and discuss under Sections B. and C, shall not delay the assignment of an NSF to the course or offering or the commencement of actual instruction.

**G. UNASSIGNED DUTIES**

Any duties not assigned to, or clearly expected by the University of, the NSF shall not be considered as part of the instructional workload.

**H. WORKLOAD FOR NON-LECTURER TITLES**

The workload of the unit member in non-lecturer titles as defined in Article 5 — Description of Unit Titles, shall continue to be determined in accordance with current campus procedures. Should the University propose changes to these campus procedures, the University will meet and discuss over the changes.

**I. SUMMER SESSION**

The instructional workload for Summer Session is established under Article 23 — Summer Session.

**J. OFFICE HOURS**

NSF shall maintain office hours in accordance with the policies of the department, program or unit.

**K. ENFORCEMENT**

1. The following matters shall be subject to Article 32 — Grievance through Step 2 but not Article 33 — Arbitration:

Allegations by the Union and/or an NSF that the workload value that has been assigned to a course or workload equivalency is inadequate in light of the actual work required. Until the grievance is resolved, the NSF shall continue to perform the duties as assigned.

2. The following matters shall be subject to Article 32 — Grievance and Article 33 — Arbitration:

- a. Alleged violations in regards to the procedural applications of this article if any;

- b. Claims by an NSF with a 100% appointment that the total IWC established by the department or campus for those courses that comprise her/his assigned workload exceeds the department or campus maximum IWC. In any arbitration involving such a claim, the arbitrator's authority shall be limited to determining whether the NSF's assigned workload exceeds the department and/or campus maximum. The arbitrator shall have no authority to review whether the

University allocated the proper IWC to a specific course or instructional offering;

- c. Claims by an NSF that s/he is entitled to a workload equivalency pursuant to Section B., above
3. The following matter shall be subject to Article 32 — Grievance and Article 33 — Arbitration, both of which can only be filed by the Union, with limitations as outlined below:
- a. Allegations that the University materially increased the amount of work associated with an instructional offering or other assigned duty and the University failed to direct a modification that addresses such increase in workload. Until the grievance is resolved, the NSF shall continue to perform the duties as assigned.
  - b. The specific charge of the arbitrator shall be to make a quantitative assessment of the sufficiency of the modification mandated by the University.
    - 1. The arbitrator shall not substitute his or her judgment for the academic judgment of the University.
    - 2. The arbitrator shall not have the authority to designate the appropriate IWC for an instructional offering or other assigned duty.