

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

Title: ACADEMIC EMPLOYEES' LOAD POLICY	Number: 3.15
Legal Authority: California Education Code Sections 70902, 87790, and 87822	Page: 1 of 3

Schedule I Academic Employees may, when deemed to serve the best interest of the students and the District, be assigned evening, Saturday, and summer classes and/or assignments and these assignments shall be credited as part of their contractual load as set forth in this section.

Formula Used in the Computation of Academic Employees' Load.

The basic load in the San Francisco Community College District is calculated as follows and should, over a two-year period of time, average fifteen teaching units per semester.

	<u>Size Factor</u>
Credit lecture class	1.00 x hours scheduled
Credit lecture-laboratory class	.75 x hours scheduled
Credit laboratory-performance class	.67 x hours scheduled
Credit English composition-type class	1.25 x hours scheduled
High school credit class	.60 x hours scheduled
Credit free class-ungraded	.60 x hours scheduled
Counseling	.50 x hours scheduled
Librarian	.50 x hours scheduled
Instructionally related assignments	.43 x hours scheduled

In addition to a specific load, academic employees are expected to devote a reasonable amount of time to professional responsibilities such as conferring with and assisting students; serving on faculty and departmental committees; attending meetings called by the administration, department and faculty groups.

Instructors at City College of San Francisco are required to hold at least two office hours a week.

In addition to their assigned classroom teaching, Community College Centers Schedule I Instructors are required to be on site for professional responsibility five hours per week. In addition to their

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	By Chancellor:	Date: 02/09/00
Date: 06/22/72	Revision Number: 7	Date: 01/27/00

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assigned classroom teaching, Community College Centers Schedule II Instructors are required to be on site for professional responsibility four hours per week.

DEFINITION OF VARIOUS TYPES OF CLASSES

Lecture Class. A class wherein the instructor devotes his time in class to a presentation of the subject matter, and discussion or problem solving, or both. Time outside class is devoted to preparation and to criticizing and evaluating written assignments and examinations.

Size factor for credit lectures:

Student Enrollment

1 - 19	.8 x lecture hours
20 - 50	1.0 x lecture hours
51 - 100	1.5 x lecture hours
More than 100	2.0 x lecture hours

Lecture-Laboratory Class. A class wherein the instructor devotes approximately 50 percent of his/her class time to lecturing and the remainder of the time to supervision of students who are working on laboratory experiments and exercises. Time outside class is devoted to preparation and to correction of examinations and written assignments.

Laboratory-Performance Class. (1) A class wherein the instructor devotes the major portion of his class time to the supervision of students who are working on laboratory experiments and exercises; time outside class is devoted to preparation and to criticizing and evaluating written assignments and examinations. Or (2) a class wherein the instructor devotes a considerable portion of class time to lecturing and demonstrating skills and techniques, and the balance of the time to the supervision of student performance and the administration of a variety of tests.

English-Composition-Type Class. A lecture class wherein an instructor is required to devote an extraordinary amount of time outside class to criticizing and evaluating written assignments and examinations.

High School Credit Class. One wherein credit toward high school graduation is awarded.

Credit Free Adult Class. One that is offered for which no credit is granted.

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Instructionally related Assignments. Are those that are related and supportive of instruction and learning such as instructional media service, curriculum coordination and development, departmental supervision, publications preparation and sponsorship of activities. A teaching unit is awarded for each two and one-third hours of such service.

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