

Key: AFT	Key: CCSF
Current contract language	Current contract language
<u>AFT language</u>	<u>District language</u>
~~AFT strikethrough of current contract language~~	~~District strikethrough of current contract language~~
AFT language the District accepts	District language that AFT accepts
Moving party (AFT or District) rejection of proposed new language	Moving party (AFT or District) rejection of proposed new language
<u>Moving party (AFT or District) propose return to current contract language</u>	<u>Moving party (AFT or District) propose return to current contract language</u>

4/28/26 | CCSF to AFT | 2:00 pm (Article 18.J, 18.K)

10/14/26 | AFT to CCSF | 4:34 pm (18.D, 18.L, 18.J, 18.K)

10/19/26 | CCSF to AFT |

Article 18 – LOAD AND CLASS SIZE

18.A. Subject to Article 20.A, and this Article, current written policy, practices, rules and regulations in effect for unit members in regard to Load and Class Size shall remain in force unless mutually agreed otherwise between the parties.

18.B. Minimum Class Size*

For both credit and noncredit courses, the minimum class size shall be 20; provided, however, that the District may provide for exceptions to this requirement for:

1. 3rd or 4th semester courses in transfer or vocational sequences;
2. Classes with approved capacities below 20 students;
3. Classes where considerations of safety require a lower minimum;
4. Courses for which enrolled students have no alternative enrollment option;
5. Courses for which smaller class size is deemed a valid educational requirement for example, basic skills and classes for students with disabilities.
6. Work experience courses shall not be subject to class size minimums.

*The parties agree to meet promptly after ratification of the 2023-2026 agreement to explore average class size goals and faculty load.

18.C Class Cancellation

1. The District may in its sole discretion, at the beginning of any semester, wait until the end of the add/drop period; until after two (2) meetings of an evening class (whichever is later) in the credit program; or wait until the end of two (2)

weeks in the noncredit program prior to canceling a class due to low enrollment where exceptional circumstances at the normal time of cancellation (first week) create a reasonable likelihood of maintaining the class due to an increase in enrollment. Any such decision shall be on an individual case by case appraisal by management. Any such decision(s) are non-precedent setting and are non-grievable.

2. Upon advance approval of the Dean/Director, a prior arrangement between the District and a faculty member may be undertaken not to cancel a probable low- enrollment specialized course, or advanced classes in sequence, required within a degree program.

18.D Load Factors: Type of Assignment

~~Starting July 1, 2028, the following load factors will be used.~~

Type of Assignment	Hours per Week	Load Factor
Credit Lecture Instruction	15	1
Labs previously designated as "Conference" (See Exhibit S)	15	1
Credit Laboratory – A (previously "science-related")*	17.65	0.85
Credit Laboratory – B**	20	0.75
Credit Composition Instruction***	12	1.25
~~Non-Credit~~ Noncredit /Adult Education Instruction	25	0.60
~~Non-Credit~~ Noncredit Composition Instruction**** (ESLA 3180)	20	0.75
Counseling & Library Assignments	30	0.5
Instructionally Related Activity	35	0.43

Work Experience Effective Spring 2017, work experience load is not calculated by hours, but rather by the number of students at census date.	Workload = Number of students at census ÷ 8.33
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*Note: Credit Lecture Laboratory – A applies [to lab hours in the following areas](#):

- ~~Architecture/Engineering (ARCH, BIM, BTEC, CAD, CM, ELEC, ENGN, ENGR, ENVS, ET, INTD, WELD)~~
- Astronomy (ASTR),
- Biology (BIO, [BIOL](#)),
- Chemistry (CHEM),
- Computer Networking & Information Technology (CNIT),
- Computer Science (CS),

- Earth Sciences (GEOG, GEOL, OCAN, P SC, ~~PALE~~),
- [Engineering & Architecture \(ARCH, BIM, BTEC, CAD, CM, ELEC, ENGN, ENRG, ENVS, ET, INTD, WELD\)](#)
- ~~[Interdisciplinary Studies/IDST \(DSGN\)](#)~~,
- Physics (PHYC), and
- Clinical labs in Nursing and Allied Health departments. A clinical lab is one in which students work directly with patients under the direct supervision of faculty. For a full list of applicable courses, see Exhibit S.

**Note: Credit – Laboratory B applies to:

- [Lab hours in areas not listed under Credit – Laboratory A](#)
- [Activity hours](#)

***Note: Credit Composition applies to:

- [ENGL C1000, ENGL C1000E, ENGL C1000H, ENGL C1001, ENGL C1003, ENGL 1AS, ENGL 35A, ENGL 35B, ENGL 35C, ENGL 35D, ENGL 35G, ENGL 35H](#)
- [ESL 182, ESL 184, ESL 186, ESL 188](#)

****Note: Non-Credit Composition Instruction applies to:

- [ESLN 4175, ESLN 4180](#)

The parties acknowledge that the College's curriculum evolves over time, and that the above-mentioned applicability may change as new subject codes are introduced, courses are renumbered, and composition course sequences are re-imagined. The District will inform AFT 2121 about course updates that impact the above-mentioned lists and will meet promptly to address any questions; however, the District shall continue to update course workload calculations for normal changes in lecture, lab, activity, and noncredit hours.

Effective Fall 2027, the Credit – Laboratory B class factor will apply to the following classes:

- [PHOT 100](#)
- [VMD 101](#)
- [VMD 112](#)

Effective Fall 2027, the Credit – Lecture factor will apply to all hours of the following classes:

- [ACCT 1](#)
- [ACCT 2](#)

18.E. Load Factors: Credit Course Class Size

1. The District shall determine load factor based on census day enrollment.
2. Credit classes with projected enrollment of 60-100 shall qualify for a 1.5 load

factor, and credit classes with projected enrollment exceeding 100 shall qualify for the 2.0 load factor.

3. For departments that currently utilize the 1.5 load factor, the minimum enrollment necessary for such factor shall be 60; however, the District may provide for exceptions to this requirement. Specific exceptions to this requirement shall include: In the event that the sum of the two overages above 50 but under 60 equals or exceeds 10, the 1.5 load factor shall be granted for one such section only.
 4. Existing class size limits for conventional courses shall apply to their online and distance versions.
 5. In the credit program, District agrees to use the .8 small class multiplier only when there is mutual agreement between management and the unit member.
- 18.F. ESL Composition Classes, [as noted in 18.D. above](#), shall have a class capacity of 28. [As of Fall 2023, those classes are ESL 182, 184, 186, and 188.](#)
- 18.G. Professional Responsibilities for Full-Time Faculty
1. In addition to a specific load, full-time faculty are expected to devote a reasonable amount of time to professional responsibilities, such as conferring with and assisting students, attending meetings, and serving on committees.
 2. Full-time instructors in the credit program are required to hold at least two office hours per week.
- 18.H. Professional Ancillary Activities
1. In accordance with Education Code § 87482.5(c)(1), service in professional ancillary activities by temporary, part-time employees (as defined by Education Code § 87482.5(a)) shall not be used for purposes of calculating eligibility for contract or regular status. The following assignments, in accord with the Education Code, are defined as professional ancillary activities:
 - 1.1 Governance

The parties acknowledge that currently governance activities are performed without pay.
 - 1.2 Staff Development
 - 1.3 Grant Writing

- 1.4 Advising Student Organizations
2. In addition to the statutorily defined professional ancillary activities, other assignments that do not involve teaching or other comparable duties performed by full-time faculty members may be designated as ancillary and shall not be used for purposes of calculating eligibility for contract or regular status. Other assignments include, but are not limited to:
 - 2.1 Test Coordination
 - 2.2 Service as a representative of an employee organization when granted release time pursuant to this Agreement
 - 2.3 Editing departmental or District newsletters
 - 2.4 Such other activities as are approved through the process reflected in H.3, below.
3. There will be a joint committee for evaluation of other possible assignments that may be designated as ancillary. The committee will consist of at least four members and will contain equal numbers of Union and Management representatives. Department Chairs and/or administrators may submit a written request to the committee to designate an assignment as ancillary. The committee shall promptly evaluate any requests submitted and may request that the requesting Department Chair and/or administrator appear before the committee to provide additional information. Additionally, the committee may draw on other resources in evaluating the request. The committee will strive to make joint recommendations but may also make independent recommendations to the appropriate Vice Chancellor; in either case, justifications will be included with the recommendations. The Vice Chancellor shall promptly review any recommendations submitted and determine whether an activity can be designated as ancillary. The Vice Chancellor will then notify the Chancellor's designee and the Union of their decision in writing. In the event that the Chancellor's designee and/or the Union disagree with the decision of the Vice Chancellor, the decision shall be subject to negotiations.
4. Each assignment of a temporary faculty member to a professional ancillary activity shall be authorized by the District each semester, signed by the employee and the District, and documented in an agreed-upon form.
 - 4.1 Whether the assignment qualifies or does not qualify for contract or regular status shall be indicated on any form signed by an employee.
 - 4.2 AFT will not pursue tenure claims on behalf of employees who accept

professional ancillary activity assignments as defined herein.

5. Professional ancillary activities deemed not to count towards eligibility for contract or regular status shall be counted towards eligibility for fringe benefits under Article 21.B.
6. Notwithstanding the above, professional ancillary activities, when combined with the assignment of temporary teaching or other temporary employment under the Education Code, shall not exceed 1.2 FTE per academic year.

18.I. Full-Time equivalent Definition for the Purpose of Reporting Service Credit to STRS

1. To ensure that part-time faculty of community colleges receive the appropriate service credit with STRS, the Education Code was amended on January 1, 2003. Education Code § 22138.5(a) now requires employers to (1) define the number of hours of creditable service that equals “full-time” (FTE) for STRS service credit reporting purposes; (2) state that FTE within a collective bargaining agreement that applies to instructors employed on a part-time basis; and (3) make specific reference to Education Code § 22138.5(c)(5) in the agreement.
2. Pursuant to § 22138.5(a). “Full-time” means the hours of creditable service the employer requires to be performed by a class of employees in a school year in order to earn the compensation earnable as defined in Education Code § 22115 (creditable compensation a person could earn in a school year for creditable service performed on a full-time basis, excluding service for which contributions are credited by the system to the Defined Benefit Supplement Program).
3. For purposes of this provision, reporting STRS service credit under Education Code § 22138.5. “school year” shall be 35 weeks.
4. For the purpose of crediting service under Education Code § 22138.5, the District is required to report a minimum standard of 525 instructional hours per school year. For purposes of compliance with Education Code § 22138.5 and reporting STRS service credit, the hours of creditable service the District reports for temporary, part-time faculty in a school year in order to earn the compensation earnable for creditable service performed on a full-time basis shall be as follows:

<u>Class of Part-Time Service</u>	<u>School-Year Hours for STRS</u>
Credit Lecture Instruction	525
Labs previously designated as “conference” (See Exhibit S)	525

Credit Lecture-Laboratory A (previously science-related disciplines only)*	617.75
Credit Lecture-Laboratory – B	700
Credit Composition Instruction	525.00
Non-Credit/Adult Education Instruction	875.00
Non-Credit Composition Instruction (ESL A 3180)	700
Counseling & Library Assignments	1050.00
Instructionally Related Activity	1225.00

5. This provision applies only for STRS service credit reporting purposes for temporary, part-time faculty. The Parties acknowledge that the District defines full time for credit composition instruction as 420 hours, but under current law the District is unable to report 420 hours to CalSTRS. Should State Law be amended to provide for a lower minimum standard, the parties will amend this provision to reflect the change in law. Nothing in this provision may be used to determine load calculation, or for any other aspect of employment other than compliance with Education Code § 22138.5.

18.J. **Full-Time Faculty Load Balances and** Schedule Deviations

1. Full-time faculty are expected to perform services equivalent to fifteen (15) workload units each fall and spring semester. The District maintains records of full-time faculty assignments, faculty leaves, and cumulative load deviations. The District shall provide to each full-time faculty member a summary of their assignments and cumulative load balance at the end of each semester and a process for clarification and reconciliation verification to ensure errors do not negatively affect faculty. Faculty shall have three four semesters after the receipt of this report to raise questions about District records. The District will work with the faculty member, their supervising department chair, and their supervising dean to resolve questions within six months of them being raised.
2. Faculty that end a semester with a negative load balance will be assigned sufficient extra assignments without extra pay until the negative balance is resolved. Negative load balances will be resolved within three (3) semesters. No faculty shall be assigned more than three (3) workload units of extra assignments in a semester without the faculty member's consent.
3. Faculty given assignments that would result in a positive load balance at the end of the semester may elect to receive extra pay, or they may take a reduced load in a subsequent semester. Any cumulative load balances above three (3) six (6) workload units shall be reduced to below three (3) or below workload units within three (3) semesters, either through reduced loads or through extra pay. Faculty who have already accumulated more than seven (7) workload units prior to June 2026 may meet with the

District to discuss an extended plan to reduce their load to three (3) workload units or below over the course of up to ten semesters. Such plans must be in place by the start of the 2027/28 academic year.

4. Full-time faculty members who are granted a high enrollment multiplier for classes exceeding an enrollment of 60 students may elect to have the additional teaching units credited as regular load or may elect to receive extra pay, so long as the faculty member's election would result in a positive load balance at the end of the semester.
5. Faculty ending a spring semester with a zero or positive load balance that have summer teaching or noninstructional assignments will receive pay for those assignments. Faculty ending a spring semester with a negative load balance that have summer teaching or noninstructional assignments will have those assignments applied to their deficit as needed, receiving pay only for any amount that remains once the deficit is cleared.
6. Categorical employees, short-term temporary, long-term temporary, and long-term substitutes receive compensation each semester based on that semester's assignments, and they will not accumulate a load balance. Any assignments above fifteen (15) workload units shall be processed that semester as an extra pay assignment.
7. Faculty with a positive load balance who have been awarded a one year or one year split-semester sabbatical leave may use that load balance towards offsetting the nominal salary reduction noted in Article 17.L.4.4.

~~1. Any cumulative deviation which exceeds three (3) units from the contractual workload of a full time faculty member shall be adjusted within the following three (3) semesters wherever possible and not inconsistent with this contract. No employee shall be assigned more than three (3) units or its equivalent of extra load courses in one semester without the employee's consent. A faculty member who owes units (or hours) will be assigned sufficient extra load courses without pay until deficiencies are balanced, or, at the option of the faculty member, they shall have their salary reduced proportionately to balance part or all of the existing deficit. A faculty member may elect to forgo pay for teaching a summer session course to reduce a load balance.~~

~~2. In cases where it is necessary to teach more units than those owed or required to balance the deficit, the faculty member shall have the option of being paid for such additional hours over the deficit, or taking a reduced load within the following three (3) semesters.~~

~~3. Full time faculty members who are granted a high enrollment multiplier for classes exceeding an enrollment of 60 students may elect to have the additional teaching units credited as regular load or may elect to receive extra pay.~~

~~4. Categorical employees, short term temporary, long term temporary and long~~

~~term substitutes receive compensation each semester based on the semester's assignments, and they will not accumulate a load balance. Any assignments above fifteen (15) workload units/ 100% FTE shall be processed that semester as an extra pay assignment.~~

18.K. Non-Credit Workload Study

The parties shall form a joint faculty-administration committee to study non-credit workload. See the Living Contract, Exhibit T.

18.L Staffing

~~1. When full-time faculty retire, the District shall endeavor to maintain the percentage of full-time faculty instructional hours compared to part-time faculty, subject to budget and fiscal restraints and requirements, in accordance with the goal of having 75% of credit classroom instruction taught by full-time faculty, as noted in California Education Code section 87482.6. Beginning with retirements from 2026-2027, the district shall replace at least 70% of retiring full time faculty with new FT hires in order to maintain the function of departments and ensure student success. The decision of which retiring full time faculty are replaced is the District's purview; however, the District affirms that its staffing decisions are guided by student need.~~

~~1.1. In departments in which a retiring faculty member is the only full time member, the District will replace the retiree with a full time faculty member.~~

2. In accordance with the value of transparent decision making, the District will make its full-time faculty hiring process public by sharing the following with all faculty:

2.1 FPAC Process:

2.1.1. The District's full guidance to the Full Time Position Allocation Committee (FPAC) to shape and inform its prioritization process. ~~This would include the District's assessment of how many full-time hires the District can afford in a given year (i.e. how many positions FPAC can recommend).~~

2.1.2. ~~FPAC rubric, including but not limited to the financial assessment of each department.~~ FPAC will share its rubric each year with Department Chairs and all faculty. FPAC will share this rubric in the same message where it calls for requests.

2.1.3 ~~FPAC's assessment of each request, including FPAC's notes of how~~

~~each department's request has been evaluated in accordance with its rubric. FPAC's numeric ranking of requests.~~

2.2. **The Chancellor's Cabinet:**

2.2.1. ~~Guidance the District provides the Chancellor's cabinet in making the **Final decisions** on the full-time positions approved to be hired. which FPAC recommendations to accept. This would include the District's assessment of how many full-time hires the District can afford in a given year, the District's strategic priorities, and any other guiding factors. The District has the management right and discretion to make hiring decisions.~~

2.2.2. ~~This information will be shared with all faculty at least one (1) week before the Chancellor's decision.~~

EXHIBIT S – WORKLOAD (ARTICLE 18)

A. Labs Previously Designated as “Conference”

As of July 1, 2018, all portions of the following courses that had previously been designated as “Conference” shall be paid at the 100% load factor. If the hours of any of these courses are subsequently changed through regular curriculum processes, workload will be recalculated according to normal procedures. See C, below, for a list of affected classes.

B. Clinical Labs

Clinical Labs are labs in which students work directly with patients under the direct supervision of faculty. As of July 1, 2018, these labs shall have the 85% load factor (“Credit Lab A”). See C, below, for a list of affected classes.

C. Affected Classes

- Biological Sciences

BIO 100A and BIO 100B				
Type	Hours	Load Factor	FTE	Workload
Lecture	52.5	1	20.000%	3.000
Lab (previously conference)	35	1	13.333%	2.000
Lab A	70	0.85	22.676%	3.401

- Dental Assisting

DENT 55B and 110A				
All lab components of these classes are clinical labs, with 85% load factor.				

DENT 70				
Type	Hours	Load Factor	FTE	Workload
Lecture	42.5	1	16.190%	2.429
Lab A (clinical)	130.5	0.85	42.274%	6.341
Lab B	10	0.75	2.857%	0.429
Work Experience			Students/125	Students/8.33

- Earth Sciences

P SC 11				
Type	Hours	Load Factor	FTE	Workload
Lecture	52.5	1	20.000%	3.000
Lab (previously conference)	17.5	1	6.667%	1.000

- Engineering & Technology

ENGN 38				
Type	Hours	Load Factor	FTE	Workload
Lecture	52.5	1	20.000%	3.000
Lab (previously conference)	17.5	1	6.667%	1.000

- Health Care Technology

EMTP 126, 127, 128, 129, and 130A				
All lab components of these classes are clinical labs, with 85% load factor.				

EMTP 126				
Type	Hours	Load Factor	FTE	Workload
Lecture	35	1	13.333%	2.000
Lab (previously conference)	41	1	15.619%	2.343
Lab A (clinical)	11.5	0.85	3.725%	0.559

EMTP 127				
Type	Hours	Load Factor	FTE	Workload
Lecture	35	1	13.333%	2.000
Lab (previously conference)	52.5	1	20.000%	3.000

EMTP 128				
Type	Hours	Load Factor	FTE	Workload
Lecture	52.5	1	20.000%	3.000
Lab (previously conference)	23.5	1	8.952%	1.343
Lab A (clinical)	29	0.85	9.394%	1.409

EMTP 129				
Type	Hours	Load Factor	FTE	Workload
Lecture	52.5	1	20.000%	3.000
Lab (previously conference)	47.5	1	18.095%	2.714
Lab A (clinical)	5	0.85	1.620%	0.243

EMTP 130				
Type	Hours	Load Factor	FTE	Workload
Lecture	52.5	1	20.000%	3.000
Lab (previously conference)	7.5	1	2.857%	0.429
Lab A (clinical)	45	0.85	14.577%	2.187
Work Experience			Students/125	Students/8.33

- Licensed Vocational Nursing**

VOCN 23, 24, 25, 41B, 42A/B, 43A/B/C/D/F 51C, 52C, 53C
All lab components of these classes are clinical labs, with 85% load factor.

VOCN 9200				
Type	Hours	Load Factor	FTE	Workload
Non-credit	207	0.60	47.314%	7.097
Lab A	93	0.85	30.126%	4.519
Lab B	481	0.75	137.429%	20.614

- Physics**

PHYC 2A, 2B, 4A, 4B, 4C, 4D, and P-SC 11				
Type	Hours	Load Factor	FTE	Workload
Lecture	52.5	1	20.000%	3.000
Lab (previously conference)	17.5	1	6.667%	1.000

- Radiologic Sciences**

DMI 62, 64, 66, 68, and 69				
All lab components of these classes are clinical labs, with 85% load factor.				
Type	Hours	Load Factor	FTE	Workload
Lab A (clinical)	175	0.85	56.689%	8.503
Work Experience			Students/125	Students/8.33

- **Registered Nursing**

NURS 50, 51, 53, 54, 55, and 56
All lab components of these classes are clinical labs, with 85% load factor.