

## Faculty Meet & Confer Draft Policy for Feedback

### D.1.5. Administrative Reassigned Time, Clerical Support, and Summer Extended Contract Hours

#### D.1.5.1.

Administrative load reduction, clerical support, and summer extended contract hours will be determined by the number of **day** FTTE in each Department/Division, adjusted as of the forty-fifth (45th) day of the current fall semester, **and the number of residential service faculty**. The number of **day** FTTE in the Department/Division will be determined by dividing the total **day** teaching load in the Department/Division by fifteen (15) and rounding up to the nearest whole number.

#### D.1.5.2.

Division/Department reassigned time, clerical support, and extended contract hours:

<u>Day FTTE for fall semester <b>plus the number of residential service faculty</b></u>	<u>Reassigned per Year</u>	<u>Clerical Support to Department/Division</u>	<u>Summer Extended Hrs.</u>
4-8	6.0	¼-½ 12 mos	24
9-16	9.0	½ 12 mos	33
17-26	12.0	1.0 12 mos	42
27-34	15.0	1-1½ 12 mos	51
35-Above	18.0	2.0 12 mos	60

#### D.1.5.3.

The figures listed above may be supplemented by the College President. Modifications of secretarial help may be made by the College administration in consultation with the Department/Division involved.

**Comment [FW1]:** The language revision in D.1.5.1. and D.1.5.2 was thumbed for loop out on 3/24/14. The faculty and administration members of the Meet and Confer Team will collect feedback from faculty at-large, FEC, CEC, and others beginning 3/31/14. In response to feedback, the Team may further refine the proposed policy language during its 4/21/14 Meet and Confer meeting. It is anticipated that the final version of this policy will be included in the 2014-2015 RFP.