

4.1.4 **INSTRUCTIONAL FACULTY PROFESSIONAL TIME**

Professional time for instructional faculty includes, but is not limited to, lecture/laboratory preparation; grading; record keeping; shared governance; curriculum development; department/division meetings; participation in outcomes assessment and analysis, individually and/or in groups; program development, review, and promotion; college and district committee participation; student advising; community and student outreach and/or special responsibilities that may be appropriate to a particular faculty assignment such as attendance at advisory committee meetings or contacts with other educational institutions, organizations, businesses or industry.

4.1.5 **NON-INSTRUCTIONAL FACULTY ACCOUNTABLE TIME**

Under a non-compressed calendar, accountable time for non-instructional faculty (e.g., counselors, librarians, coordinators, lab instructors, specialists) consists of the equivalent of 171 six-hour days for a total of 1026 accountable hours, and the equivalent of four seven-hour flex days (28 hours total per year). Based upon mutual agreement with the immediate administrator, non-instructional faculty may annualize these hours to meet student demand. Non-instructional faculty members who, nevertheless, instruct courses as part of their base load may count both the course hours and an appropriate amount of preparation, grading, and record keeping toward their accountable hours.

4.1.6 **NON-INSTRUCTIONAL FACULTY PROFESSIONAL TIME**

Under a non-compressed calendar, professional time for non-instructional faculty (e.g., counselors, librarians, coordinators, lab instructors, specialists) consists of the equivalent of 171 two-hour days for a total of 342 professional hours. Professional time for non-instructional faculty includes, but is not limited to, study and review of new and revised guidelines in the field; participatory governance; participation in outcomes assessment and analysis, individually and/or in groups; curriculum development; program development, review, and promotion; college and district committee participation; community and student outreach and/or special responsibilities that may be appropriate to a particular faculty assignment such as attendance at professional, regional or statewide conferences or contacts with other educational institutions, organizations, businesses or industry.

4.1.7 **NON-INSTRUCTIONAL WORKLOAD**

For non-instructional faculty, the professional work year is comprised of both accountable (1026 hours) and professional (342 hours) time for a total of 171 days x 8 hours = 1368 hours. Based upon mutual agreement with the immediate administrator, non-instructional faculty may annualize these hours.