

Dear Chapter Presidents,

Please distribute to all full-time day unit members.

### FACULTY REQUIREMENT ONLY

#### **College Service Plan**

Faculty are required to submit a list of college service activities to be performed during the semester. This list is completed in section 1 of form (Form XIII-E5) at

<https://www.mccc-union.org/wp-content/uploads/sites/69/2016/07/XIII-E5-COLLEGE-SERVICE-ACTIVITIES.pdf>

Submit the form to your immediate supervisor no later than October 15 for the fall semester and February 15 for the spring semester. Section 2 and section 3 will be completed at the end of the semester and submitted on the last day of classes. Please note that beginning in the 2015-2018 Contract, there was a requirement to include in section 2 a "Brief Summary of Work" in addition to the Activities Completed and Dates of Participation if applicable.

College service activities may include:

1. Serving as advisor to student activities;
2. Serving on governance, ad hoc, college standing committees, system-wide task forces or committees, or labor-management committees;
3. Preparing grant proposals;
4. Participating in college, division, department or other related college meetings and/or activities;
5. Participation in the improvement and development of academic programs and resources, including recruitment.
6. Serving as a department chair/coordinator pursuant to Article XX and college-wide coordinators.

**If faculty receive reassigned time to perform non-instructional activities such as department chair, curriculum development, professional development activities, or administrative (non-managerial) duties, then these activities should be listed as College Service Activities.**

**Tenured Faculty** - At the end of each semester, tenured faculty member are required to submit only a log of student advisement and a list of college service activities performed during a non-evaluation year.

#### **MCCC Negotiating Team's Position**

When the 2000-2003 Contract was negotiated with an increase in instructional workloads, the MCCC Negotiating Team stated that there was an understanding at the bargaining table that attending department meetings, division meetings, all-college meetings; and serving on one (1) committee would fulfill the contractual obligation of being available for college service activities for an average of four (4) hours per week. This requirement has not changed in subsequent contracts. In addition, the MCCC negotiators have made it clear that the purpose of the submission of this *plan for college service activities to be performed* is to provide the immediate supervisor with knowledge of your planned activities for the upcoming semester. The intent was not to increase college service workload; not to begin counting hours, minutes, or seconds; and not to obtain prior approval. Finally, at the end of the semester, the immediate supervisor will probably hold you accountable for the completion of all activities that you list.

#### **11 Hours of Non-instructional Activity**

College service is only one component of your non-instructional responsibilities. Faculty are assigned 3 hours per week of advising (14-19 advisees), 4 office hours per week, and 4 college service hours per week. These 11 hours of non-instructional activities are averages per week and should be reduced:

- 1) if you are assigned more than 3 preps per semester or more than 5 preps per year (usually 2 hours for each prep over 3),
- 2) if you are assigned instructional workloads over 31 instructional hours of didactic instruction or over 33 hours of (non-didactic) clinical and lab instruction (proportional reduction for each hour over 31 or 33)
- 3) if you have reassigned time (1 office hour is reduced for each 3 credits of reassigned time).

#### **More Than 3 Preps Per Semester or 5 Preps Per Year**

In addition, an assignment of more than 3 preps per semester and/or more than 5 preps per year is at the faculty member's discretion. These assignments cannot be made without faculty approval. If you do agree to teach more than 3/5 preps, then there is usually a 2 hour reduction in the 11 hours of non-instructional activity for each additional prep. Your immediate supervisor may ask you to waive these non-instructional reductions and sign a Workload Reduction Waiver Form (XII-1). This reduction waiver is at the faculty member's discretion. I do not recommend that

faculty waive reductions - If you have an overload because you exceed the 3/5 preps, then take the reductions in non-instructional activity.

### **PROFESSIONAL STAFF REQUIREMENT**

#### **College Service List**

Professional Staff are **not required** to submit a list of college service activities on October 15 for the fall semester and on February 15 for the spring semester. College service for the upcoming year should be included in the annual updating of the E-7. This should have been done on July 1. On December 30 and on May 30, professional staff are required to submit Form XIII-E5 College Service Activities. This is accomplished by completing section 2 and 3 of the form. Please note that in the 2015-2018 Contract, there was a new requirement to include in section 2 a "Brief Summary of Work" in addition to the Activities Completed and Dates of Participation if applicable. Finally, at the end of the semester, the immediate supervisor will probably hold you accountable for the completion of all college service activities that you listed on your E-7.

College service activities may include:

1. Serving as advisor to student activities;
2. Serving on governance, ad hoc, college standing committees, system-wide task forces or committees, or labor-management committees;
3. Preparing grant proposals;
4. Participating in college, division, department or other related college meetings and/or activities;
5. Participation in the improvement and development of academic programs and resources, including recruitment.

**Tenured Professional Staff** - On December 30 and May 30, tenured professional staff are required to submit only a log of student advisement if applicable and a list of college service activities performed during a non-evaluation year.

If you have any questions, do not hesitate to contact me.

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