

MEMORANDUM OF UNDERSTANDING

Pursuant to Article 16, Section 16.5, the Board of Regents of the Nevada System of Higher Education on behalf of Truckee Meadows Community College and the Truckee Meadows Community College and the Truckee Meadows Community College Nevada Faculty Alliance, here by amend the NFA contract by making the following changes to Appendix A, Faculty Workload Policy.

Exhibit 1 is the new workload policy agreed to by this Memorandum of Understanding. Exhibit 2 is the current workload policy with the changes indicated with additions/changes in blue font and delctions in red and strikeout font.

SIGNATURES OF AGREEMENT

FOR TMCC-NFA



Dr. Julia Hammett, NFA President

Date: June 13, 2018

TMCC PRESIDENT



Dr. Karin Hilgersom, President

Date: June 18, 2018

OK  
9/20  
4/15/18



# **EXHIBIT 1**

## Appendix A Faculty Workload Policy

### 4. Contact Hour Calculations

Instruction	Weekly Contact per Semester	Contact Hours (CH)	Example (based on 3 contact hours)
Lecture	1	1	3 contact hours = 3 CH's
Laboratory	1	1	3 contact hours = 3 CH's
Laboratory: BIO 100, CHEM 100, ENV 100, PHYS 100, or others with 4 total lab meetings per semester		.80	12 semester contact hours = 0.8 CH's
Clinical: Instruction that requires continual on-site supervision in a clinical setting when students are present	1	1	3 contact hours = 3 CH's
Clinical: Instruction that requires monitoring of students at distant clinical sites, but not direct supervision of students when on- site	1	.75	3 contact hours = 2.25 CH's
<b>Contact Hours Programs</b>			
Music Lab		.83	3 contact hours = 2.49 CH's. 18 contact hours per week. Overload stipend provided for production for additional hours.
Physical Education (PEX)		.83	3 contact hours = 2.49 CH's. 18 contact hours per week.
Studio Art Lab		.83	3 contact hours = 2.49 CH's. 18 contact hours per week. Overload stipend provided for additional hours.
Graphic Arts (GRC) Lab		.83	3 contact hours = 2.49 CH's. Example: 3 credit lecture/lab class with 5 classroom contact hours: (3 lecture hours at 1.0) + (2 lab hours at .83) = 4.66 contact hours. 18 Contact Hours per week. Overload stipend provided for additional hours.

## Appendix A Faculty Workload Policy

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Theater Lab		.83	3 contact hours = 2.49 CH's . 18 contact hours per week. Overload stipend provided for additional hours.
<b>Independent Studies</b>			
Independent Studies, Internships, Practicum	0	0	The basic per credit fee for in-state tuition times the number of credits and times the number of students.
Self-paced Courses	0	0	\$500 stipend for enrollment of 14 or above: prorated if lower than 14.
Private Instruction	0	0	\$300/semester for ½- hour lessons per week per student.
<b>Reassigned Time *</b>			
Department Chairs	0	Determined by NFA Contract	Per approval of VP
Program Coordinators	0	1-6 credits per semester	Per approval of VP
Faculty Senate Chair	0	50% release time	Consisting of 15 credits per year or 7.5 credits per semester excluding summer/winter term B+20 days.
Faculty Senate Chair-Elect	0	25% release time	Consisting of 7.5 credits per year or 3.75 credits per semester excluding summer/winter term \$1,000.

Faculty Senate Committee Chairs	0	3 credits per semester	Academic Standards and Assessment, Curricular Review, Salary Benefits and Budgetary Concerns, Professional Standards.
Newspaper Advising	0	3 credits per semester	Per approval of the VP
Other College Approved Assignment	0	Variable	Administrative approval
Non-Reoccurring Assignment/Medical Leave	0	1-15 credits per semester	Administrative approval

\* Reassigned time may be altered by NFA contract and is awarded at the rate of thirty-five (35) hours per credit adjusted for the term

### **Overload Policies**

1. Instructional overload will be paid at the TMCC approved rate for part-time instruction.
2. In an individual semester, faculty can teach no more than six (6) overload contact hours (including release time, classes, and web classes) over their established regular faculty workload contract except in the case of an emergency (sudden resignation, unexpected absence, etc.) when a faculty member may be granted an exception with the recommendation of the Department Chair and approval of the Dean and Vice President.
3. Summer school overload must be approved by the Vice President or his/her designee.
4. No overload will be paid for classes wherein the enrollment exceeds the maximum class size.
5. Aggregated enrollment-based overload (the sum of enrollment in all courses taught per faculty member) will not require overload payment.

# EXHIBIT 2

## Appendix A Faculty Workload Policy

### 5. Contact Hour Calculations

Instruction	Weekly Contact per Semester	Contact Hours (CH)	Example (based on 3 Contact Hours)
Lecture	1	1	3 contact hours = 3 CH's
Laboratory	1	1	3 contact hours = 3 CH's
Laboratory: BIO 100, CHEM 100, ENV 100, PHYS 100, or others with 4 total lab meetings per semester		.80	12 semester contact hours = 0.8 CH's <del>13</del>
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Studio Art Lab	<del>0</del>	.83	3 contact hours = 2.49 CH's. 18 contact hours per week. Overload stipend provided for <del>production for</del> additional hours.
Graphic Arts (GRC) Lab		.83	3 contact hours = 2.49 CH's. Example: 3 credit lecture/lab class with 5 classroom contact hours: (3 lecture hours at 1.0) + (2 lab hours at .83) = 4.66 contact hours. 18 contact hours per week. Overload stipend provided for additional hours.



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Department Chairs	0	Determined by NFA Contract	Per approval of VP
Program Coordinators	0	1-6 credits per semester	Per approval of VP
Faculty Senate Chair	0	50% release time	Consisting of 15 credits per year or 7.5 credits per semester excluding summer/winter term B+20 days.
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### Overload Policies

6. Instructional overload will be paid at the TMCC approved rate for part-time instruction.
7. In an individual semester, faculty can teach no more than six (6) overload contact hours (including release time, classes, and web classes) over their established regular faculty workload contract except in the case of an emergency (sudden resignation, unexpected absence, etc.) when a faculty member may be granted an exception with the recommendation of the Department Chair and approval of the Dean and Vice President.
8. Summer school overload must be approved by the Vice President or his/her designee.
9. No overload will be paid for classes wherein the enrollment exceeds the maximum class size.

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10. Aggregated enrollment-based overload (the sum of enrollment in all courses taught per faculty member) will not require overload payment.

~~11. No faculty member may have a contract workload exceeding twenty-one (21) contact hours (including release time, classes, and web classes) in any given semester without approval of the Vice President.~~

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