

MEMORANDUM OF UNDERSTANDING
Between the SOUTHWESTERN COMMUNITY COLLEGE DISTRICT and
SOUTHWESTERN COLLEGE EDUCATION ASSOCIATION

September 11, 2014

By this Memorandum of Understanding (“MOU”), the Southwestern College Education Association (“SCEA”) and the Southwestern Community College District (“District”) agree to the following with respect to the District’s implementation of a “compressed calendar,” starting in and/or after the 2015-16 academic year.

1. The compressed calendar will not be applied to Unit Members performing non-instructional assignments. For non-instructional Unit Members, who teach course(s) as part of their workload, their non-instructional duties will be reduced in proportion to their LHE assignment in accordance with current practices.
2. The general work year for instructional Unit Members is based on the compressed calendar consisting of 16 weeks of instruction for each Fall and Spring semester.
3. Instructional Unit Members’ workload elements are built upon an assumed 35-hour workweek in a 17.5 week semester. Instructional Unit Member’s LHE shall continue to be scheduled in accordance with current practice (e.g., 16-18 lecture hours per LHE) and will be consistent with state and federal laws.
4. In addition to paragraph 3 above, full-time instructional Unit Members will provide five (5) hours of office hours per week during each Fall and Spring semester. Specific to a 16-week compressed calendar, an office hour is defined as a fifty-five (55) minute period of time when a Unit Member is available for student consultation and present in his/her assigned office or in a posted instructional area, i.e., classroom or laboratory related to his/her teaching assignment. The District and SCEA affirm the importance of performing scheduled office hours to student success and as an essential part of the job duties for Unit Members. Full-Time Unit Members will list office hours in the published syllabus and it will be filed with the cognizant Dean during the first week of classes. The District and SCEA acknowledge that a complaint regarding the failure to perform scheduled office hours may lead to an inquiry regarding the complaint.