

Did You Know?

March 2023

Scheduling Has Been Simplified for Flexibility!

Using the feedback provided by United Faculty members, UF has negotiated a Memorandum of Understanding (MOU), pending membership approval, that reflects the post-pandemic scheduling flexibility needed to best serve our students.

Managers may no longer dictate a minimum number of classes to be taught on campus. Our contract does not specify course modality, and Article 22 gives us the right to include DE (remote learning) in our schedules. Article 22.1 defines DE as “any form, electronic or otherwise, of teaching and learning where the teacher and the student are not in the same room at the same time.” Ed Code, Title 5 says, “Distance education means instruction in which the instructor and student are separated by time and/or distance and interact through the assistance of technology” (Section 55200). DE includes not only online, but also hybrid, Zoom, and livestream classes.

It is our job to design our courses and to determine how to best serve our students. Faculty need to be supported, not restricted. It’s our responsibility as faculty to be innovative and creative, and our contract supports our rights.

What Is Flexible Scheduling?

Faculty now have more control over their presence both on campus and remotely:

- Faculty determine the needs of their programs--including modality, DE or on campus--to best serve students.
- Instructional faculty teaching 60 percent or more of their loads remotely are no longer required to schedule two office hours on campus each week.
- Instructional faculty will, however, still need to be present on campus each week: two (2) days for those teaching 60–79 percent of their loads remotely, and one (1) day a week for those teaching 80 percent or more online.
- Counselors may now schedule up to 60 percent of their load remotely.
- Librarians now work 35 hours in the library and five (5) other campus hours per week, with a minimum of 16 hours on campus.

What Goes on My Staff Assignment Sheet?

Article 5.1.2.2: Staff Assignment Sheets (SAS)

The following shall be reflected on a Unit Member’s staff assignment sheet:

- Scheduled class activities that are part of the Unit Member’s regular contract workload (must include both on campus and remote);
- Scheduled nonteaching assignments, as described in Article 6 and Article 7, that may be assigned as part of the Unit Member’s regular contract workload;
- Scheduled office hours;
- Scheduled reassigned time, as provided in section 5.7 of this Article;
- Overload assignments (Articles 5.1.2.2—5.1.2.2.5).

What about My Other Campus Hours?

Other campus hours for professional activities are not to be included on the SAS or assigned by management.

***Do you believe you have been unfairly denied your scheduling rights?
If so, please contact United Faculty.***

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