

January 21, 2022

Dear Susan,

Per the terms of the faculty collective bargaining agreement, please find below a listing of your instructional and non-instructional responsibilities for the 2021-22 Academic Year. You should note this assignment is subject to change based on variations in enrollment and staffing requirements.

Instructional and Non-Instructional Assignments for Fall 2021	
Assignment	Equivalent Contact Hours
ELET115N-A	5 contact hours
ELET121N-A	5 contact hours
ELET250N-1LA	3 contact hours
ELET250N-1LB	3 contact hours

Instructional and Non-Instructional Assignments for Spring 2022	
Assignment	Equivalent Contact Hours

January 21, 2022

Dear Austin,

Per the terms of the faculty collective bargaining agreement, please find below a listing of your instructional and non-instructional responsibilities for the 2021-22 Academic Year. You should note this assignment is subject to change based on variations in enrollment and staffing requirements.

Instructional and Non-Instructional Assignments for Fall 2021	
Assignment	
ELET131N-A	3 contact hours
Total Contact Hours for Fall	14 contact hours
Instructional and Non-Instructional Assignments for Spring 2022	
Assignment	Equivalent Contact Hours
CSCI140N-A	4 contact hours
ELET141N-1	3 contact hours
ELET132N-A	6 contact hours
ELET141N-1LA/1LB	6 contact hours
Total Contact Hours for Spring	19 contact hours
Faculty Assigned Overload (if applicable)	
Total Contact Hours for Fall and Spring	33 contact hours
Please see 10.1.6 and 10.3.1 below for definitions of assigned instructional load and total contact hours.	
<i>In addition to the assignments listed above, other non-instructional assignments would include but are not limited to responsibilities that support the institution and CCSNH in achieving its goals such as serving on committees, mentoring, recruiting and retention activities, supporting program review, accreditation, and administrative functions, serving as an advisor to student activities/organizations, participating in student sponsored functions, and engaging in external relations/activities, and professional development activities.</i>	

Feel free to reach out with any questions.

Best regards,

Robyn Griswold

Robyn Griswold
Vice President of Academic Affairs

10.1.6 Assigned Overload: An assigned overload consists of contact hours assigned by management to a full-time faculty appointment in excess of the maximum contact hour range for the academic year (36). Upon verification of an overload status for the academic year, payment shall be rendered in accordance with the overload faculty pay schedule and will be paid during the spring semester of the designated academic year.

10.3.1 All full-time faculty will be assigned to teach, in either traditional or non-traditional learning modes, 15-18 contact hours each semester, or its equivalent in a pro-rated semester format, for a total of 30-36 contact hours for the Fall and Spring semesters.