

# UFF PROPOSAL #1

November 2020

## Article 9

### Assignment of Responsibilities

~~9.6 Teaching Schedule. Teaching schedules should be established, if practicable, so that the time between the beginning of the first assignment and the end of the last for any one day does not exceed eight (8) hours and the end of the last face-to-face (i.e. not online) assignment and the beginning of the next face-to-face assignment is no less than twelve (12) hours.~~

#### 9.6 Teaching Schedule/Instructional Assignment.

A. An employee's full or partial face-to-face teaching schedule shall be established so that the time between the beginning of the first assignment and the end of the last assignment for any one day does not exceed eight (8) hours and the end of the last assignment and the beginning of the next assignment is no less than twelve (12) hours unless otherwise agreed to in writing by the employee.

B. An employee's instructional assignment shall include no more than two (2) separate/different course preparations during a semester.

C. An employee's instructional assignment during an academic year shall include no more than one (1) new course preparation. New course preparation shall mean preparation for a course that the employee has not been assigned to teach during the previous academic year.

D. An employee's full-time equivalent (FTE) instructional assignment during a semester shall be based on the credit hours assigned to the course assigned to the employee which shall be as follows:

- (1) .0833 FTE for a one hour credit course
- (2) .1666 FTE for a two hour credit course
- (3) .25 FTE for a three hour credit course
- (4) .3333 FTE for a four hour credit course
- (5) .4166 FTE for a five hour credit course
- (6) .50 FTE for a six hour credit course

The FTE assigned above to a specific credit hour course may be increased but not decreased.

E. No employee shall be required to teach a course as an on-line course, nor shall an employee be excluded from teaching a course that he or she is otherwise qualified to teach because he or she does not agree to teach the course as an on-line course. A course is considered on-line when at least 80% of the class meetings that would be held for a full or partial face-to-face classroom course are replaced by online activities.