

Important information for new faculty members

...about the Collective Agreement

Contract Administration

The Chief Steward and Area Stewards carry out contract administration. Area Stewards are elected before the Fall General Meeting in September. Each division and regional campus of the College is represented by one or two area stewards depending on its size.

Collective Agreement Sections

The Collective Agreement consists of two parts – the Common Agreement and the Local Agreement. The Collective Agreement can be found on the following link:

www.facnc.ca

Collective Agreement Articles of particular interest to new faculty:

Item	Article	Section of Faculty Handbook
Faculty responsibilities	4	J
Appointments		
• Probationary	5.3	
• Sessional	5.1, 5.2	
• Part-time	5.7	
Placement on Scale		
• Full-time	11.1	
• Part-time	11.5	
Health and Welfare Benefits	Common Agreement 9	
Workloads	10	
• Workloads depend on the classification of your program area. Program classifications are specified in Article 10.1(See summary table next page).		
Evaluation of Faculty	7	O
• All new faculty will be evaluated in their first semester. The evaluation process depends on the type on contract: Sessional, Probationary or Part-time		
Professional Development	10.18	R
Professional Development Fund Guidelines	13.1	
Educational Leaves	13.5	K

The Faculty Handbook can be located on our website at www.facnc.ca

...Workload Summary (Workloads 1a-d, 2, & 3)

Numbers in bold refer to Articles in the Collective Agreement. Type 4 faculty can find information in Article 10.8 (p. 179) of the Collective Agreement.

	Workload Types					
	1A	1B	1C	1D	2	3
Workload hours (Minimum for FT)	12	12	12-18	12	16	20
Workload max:						
• Lecture only	15	15		15		
• Lecture & lab	18	18	18-22	16	22.5-25	28
• Lab demo	21	21	21			
Class size	10.2.13	10.3.13	10.4.13	10.5.12	10.6.7	10.7.7
Total number of students per term						
• Full-time	10.2.13	10.3.14	10.4.14	10.5.13	NA	
• Part-time	10.2.14	10.3.15	10.4.15	10.5.14	NA	NA
Course preparations	10.2.4	10.3.4	10.4.4	10.5.3	NA	NA
Teaching schedule	10.2.12	10.3.12	10.4.12	10.5.11	10.6.8	10.7.8
Office hours	10.2.8	10.3.8	10.4.8	10.5.7	10.6.2	10.7.2
Prep time						
• Full-time	NA	10.3.17	10.4.17	10.5.16	10.6.11	10.7.9
• Part-time	10.2.17	10.3.18	10.4.18	10.5.17	10.6.12	10.7.10
Semester, length	10.2.19	10.3.20	10.4.20	10.5.19	NA	NA

Full-time faculty with no previous teaching experience receive a reduced number of preparations in their first year of teaching. See 10.2.9, 10.3.9, 10.4.9, and 10.5.8. This reduction does not apply to Type 2 as there are no provisions on the number of course preparations. Type 3 faculty teach one course at a time.

...about Professional Development (Article 13 and the Faculty Handbook)

Professional Development funds are available to faculty through two distinct funds:

- a) Educational Leaves for full time and part time regular faculty with two or more years seniority (see Article 13.5 of the Collective Agreement)
- b) Short term professional development funds for all faculty. The latest professional development guidelines for the PD funds, including applications, can be found on our website.