## Memorandum of Understanding Regarding Class Load for English

## Faculty Who Teach English Composition and Reading

The Board of Community Colleges District No. 508 ("City Colleges") and the Cook County College Teachers Union, Local 1600 AFT, AFL-CIO ("Local 1600") are parties to a collective bargaining agreement ("Agreement") which establishes conditions of employment.

The Agreement provides that the class load for faculty who teach English Composition shall be twelve (12) class contact hours per semester.

## A. Teaching Load for Composition

- Semester teaching load. After July 14, 2008, the load for all faculty members, except those who teach
  English Composition, shall be fifteen (15) class contact hours per semester. The class load for those who
  teach English Composition shall be twelve (12) class contact hours per semester. Effective Fall 2005,
  faculty members assigned to teach clinical hours in nursing shall receive one contact hour for each hour of
  clinical work.
- 2. The load for faculty members who teach a developmental integrated Reading/Writing course such as English 099 (ARC) or Integrated Communications 100, shall be twelve (12) class contact hours per semester. For the purposes of this Memorandum of Understanding, developmental integrated Reading/Writing courses are defined as 6-credit hour (6 class contact hour) combined Developmental Reading and Writing courses taught by one instructor with one cohort of students.
- 3. The following courses are English Composition courses in department 035: 098, 099, 100, 101, 102, 105, 107, 150, 151, 152, 197, 201, 241, 243, 245, and ARC. The following courses are English Composition courses in department 135: 098, 099, 100.
- 4. Faculty with three (3) hours of release time in an English, Communications Department (or any equivalent department that offers Composition and Reading courses) must teach six (6) contact hours of English Composition in order to receive the class load of twelve (12) hours. Faculty with six (6) hours of release time must teach three (3) contact hours of English Composition in order to receive the class load of twelve (12) hours.

For purposes of clarity, this MOU applies to all developmental integrated Writing/Reading courses offered at the City Colleges of Chicago.

## B. Teaching Load for Integrated Reading/Writing Courses

By executing this Memorandum of Understanding, the parties agree that:

- All faculty members, who are currently credentialed to teach Reading and/or English Composition, must successfully complete professional development prior to teaching a developmental integrated Reading/Writing course (e.g. English 099/ARC and Integrated Communications 100) and engage in ongoing professional development to be administered and designed by English Composition faculty. Faculty currently credentialed in Reading and English Composition are qualified to teach developmental Integrated Reading/Writing courses provided that they complete the initial professional development training.
- 2. In the unexpected event that developmental Integrated Reading/Writing sections be introduced such that faculty members do not have enough time to complete the professional development training prior to the beginning of the semester, qualified faculty members shall be approved to teach provided that the initial professional development training is begun by week 2 of the first semester and completed by the end of that semester. These faculty are also expected to participate in the ongoing professional development training throughout the semester
- All developmental integrated Reading/Writing courses will be selected by seniority as established by faculty members' dates of hire and in accordance with the Local 1600 contract.
- 4. All Reading instructors' load will change from fifteen (15) credit hours to twelve (12) credit hours provided that they teach two (2) Wright College ARC courses, or any other integrated or linked Reading/Writing courses at other colleges. Reading instructors credentialed to teach developmental integrated Reading/Writing with six (6) hours of release time can meet load by teaching six (6) credit hours of developmental integrated Reading/Writing. Reading instructors credentialed to teach developmental integrated Reading/Writing with three (3) hours of release time can meet load by teaching six (6) credit hours of developmental integrated Reading/Writing and one (1) additional 3 credit hour course they are qualified to teach, either Composition or an elective.
- 5. Integrated and linked courses, including ARC and any integrated or linked developmental Reading/Writing courses, in English and ESL, shall count as six (6) contact hours of English Composition. To meet the nine (9) hour Composition requirement, English Composition faculty who teach one (1) integrated or linked course shall receive six (6) contact hours of English Composition; English Composition faculty who teach two (2) integrated and linked courses shall receive twelve (12) contact hours; English Composition faculty may also teach one (1) integrated or linked course (six (6) contact hours); one (1) composition course (three (3) contact hours); and one (1) elective course.
- This Memo of Understanding is valid for the life of the Faculty contract until July 15, 2018.

ong ht 6/28/16 local 1600 Date

City Colleges Chicago

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