

4.1.3 **INSTRUCTIONAL FACULTY PROFESSIONAL TIME**

Professional time for instructional faculty includes, but is not limited to, lecture/laboratory preparation; grading; record keeping; shared governance; curriculum development; department/division meetings; participation in outcomes assessment and analysis, individually and/or in groups; program development, review, and promotion; college and district committee participation; student advising; community and student outreach and/or special responsibilities that may be appropriate to a particular faculty assignment such as attendance at advisory committee meetings or contacts with other educational institutions, organizations, businesses or industry.

4.1.5 **NON-INSTRUCTIONAL FACULTY PROFESSIONAL TIME**

Under a non-compressed calendar, professional time for non-instructional faculty (e.g., counselors, librarians, coordinators, lab instructors, specialists) consists of the equivalent of 171 two-hour days for a total of 342 professional hours. Professional time (for Counselors this does not include base responsibility time as defined in Appendix B) for non-instructional faculty includes, but is not limited to, study and review of new and revised guidelines in the field; shared governance; participation in outcomes assessment and analysis, individually and/or in groups; curriculum development; program development, review, and promotion; college and district committee participation; community and student outreach and/or special responsibilities that may be appropriate to a particular faculty assignment such as attendance at professional, regional or statewide conferences or contacts with other educational institutions, organizations, businesses or industry.