
Workload for Full-Time Faculty

POLICY STATEMENT

Workload for full-time faculty members is established with the approval of the respective Dean or Associate Dean and oversight of the Vice President Academic and Student Services. An individual faculty member's workload will include, in addition to teaching and related duties, an expectation of College/Community Service and Professional Development.

PROCEDURE

1. Teaching Loads for Full-Time Faculty

- A. Full-time faculty will develop their teaching schedules in conjunction with their colleagues and under the direction of their Dean or Associate Dean, and taking into account the needs of students.
- B. The teaching load consists of 30 load hours per academic year (Fall, Spring, and Summer semesters). This figure can be modified under special circumstances. The load hours are determined using the defined Lecture and Lab loading ratios as described in Sections 2 and 3.
- C. The distribution of assigned teaching load hours over the academic year can be apportioned in any manner so long as load hours do not exceed 21 in any one semester. The expected assigned teaching load for each Fall and Spring semester is 15. Loads up to 18 hours require approval of the respective Dean or Associate Dean, and loads up to 21 hours require approval of the Vice President of Academic and Student Services. Any summer teaching exceeding 10.2 load hours require approval of the Dean or Associate Dean.
- D. Overload may be paid for instructional load hours exceeding 15 each Fall and Spring semesters with Dean or Associate Dean approval providing that the planned annual teaching load will exceed the minimum 30 load hours. Overload payments for Fall and/or Spring semesters and payments for Summer teaching when load hours exceed 30 for the year will be compensated at the adjunct rate.
- E. Load hours cannot be carried over from one academic year to the next. Any exceptions due to unique circumstances require approval of the Vice President of Academic and Student Services.
- F. Prorated pay adjustment will be made during the Fall semester following an academic year where a faculty member did not meet the minimum 30 load hours.

- G. Accumulated load during Fall semester may be used to request a reduced load (subject to approval of the respective Dean or Associate Dean) for the following Spring and/or Summer semester.

2. Lecture Loading

Lecture load hours are normally calcued at as:
Lecture hours x 1.0 = One load hour

3. Laboratory Loading

- A. A. Laboratory load hours (loaded with lecture) are normally calculated as:

Lecture hours 1:1

Laboratory hours 1:0.70

- B. Activity load hours are normally calculated as:

Activity hours x 0.70 = load

- C. Examples:

1. A three hour lecture class: $3 \times 1 = 3.0$

2. Three hours of lecture and three hours of lab:

Lecture $3 \times 1 = 3.0$

Lab $3 \times 0.70 = 2.1$

Total: 5.1

3. A six hour per week activity class: $6 \times 0.70 = 4.2$

4. Special Cases

- A. Load generated by the following special cases added to the assigned teaching load as applicable:

- i. Independent Study - Load hours for classes designated as Independent Study are calculated as: student credit hours x 0.10. Requires approval by the Dean or Associate Dean.
- ii. Directed Study - Load hours for classes taught as Directed Study are calculated as: normal load hours for class x 0.33. Requires approval by the Dean or Associate Dean. This option phased out and ends by June, 2012.

- B. The following circumstances or activities may impose additional workload on faculty resulting in a stipend or assignment of non-instructional load as described below:

- i. Approved Course Development/Instructional Projects – Course development, redesign, and unique instructional projects that go beyond what is normally expected of a full time faculty member will be compensated on a case by case basis. Such compensation would typically be in the form of a stipend and a non-instructional load assignment may be appropriate for some unique projects. Proposal for such compensation originate from a discussion between the faculty member and the Dean. Final approval by the Dean and the Vice President of Academic and Student Services is required.

- ii. Coordination of Instructional and Open Labs – Stipend for instructional and open labs assigned on a case by case basis with mutual consultation between the faculty member and the Dean or Associate Dean with approval by the Vice President of Academic and Student Services.
- iii. District, College, and division/department committee membership and activities that exceed 3 hours per week (refer to item 6 below).

C. Administrative or Program-Specific Responsibilities.

Faculty members who have unique administrative or program-specific responsibilities may require additional compensation in the form of a stipend or non-instructional load assignment depending upon circumstances. The stipend requires Dean or Associate Dean approval and any non-instructional load assignment requires approval by the Vice President of Academic and Student Services. When determining workload, the Dean or Associate Dean will evaluate the time commitment associated with responsibilities such as the following:

- Number of full-time faculty
- Number of sections taught by adjunct faculty
- Number of courses involving laboratory forats
- Technical/Occupational program coordination
- Licensure or accreditation agency interaction
- Other non-teaching activities

5. Office Hours

Please refer to Section 3, Academic Systems Policy 3.21 Student Conference Hours for Instructors.

6. College/Community Service

In addition to teaching, full-time faculty are expected to engage in activities that serve the College or the community, or a combination of both. Such activities may include, but are not limited to, the following:

- District, College, and division/department meetings.
- District, College, and division/department committee membership with an expectation of 1 to 3 hours per week contributed to this activity area. The hours include time in meetings and pre- and post- meeting activities required of an active contributing committee member. This also includes participation on peer review committee for probationary faculty review process and service on Faculty Senate.
- Curriculum development and instructional innovation.
- Student advising.
- Mentoring other faculty.
- Registration and commencement.
- Program administration.
- Recruiting and marketing.
- Networking with professional, business, and community service organizations.
- Articulation with local school districts and universities and colleges.

- Sponsorship of service learning or internship projects.
- Sponsorship of student activities such as clubs and organizations.
- Participation in the performance management process.

7. Professional Development

It is expected that full-time faculty will participate in activities that enhance individual, personal, and professional growth and renewal. Such activities may include, but are not limited to the following:

- Maintain an awareness of new instructional technology and advances in teaching and learning theory, and apply where appropriate.
- Acquire new skills for program enhancement and development.
- Participate in evaluative process for self, department, and program.
- Attend and participate in professional development workshops.
- Enroll in appropriate programs of study.
- Participate in activities that promote wellness and physical fitness.
- Hold membership and office in local, state, and national professional organizations.
- Conduct independent professional research or readings beyond that necessary to meet normal course preparation requirements.

POLICY HISTORY

Formerly Policy 2.7.1, Adopted 1/25/2000

Revised 8/15/2008

Revised 8/15/2011

Renumbered to Policy 2.34 in 10/2014
