

WORK LOAD FOR FULL-TIME FACULTY

The College expects full-time faculty to carry a normal teaching load. In addition to teaching, faculty members must hold office hours and must be available to advise students, to serve on committees, and to complete other related duties.

See following pages for procedure.

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Defining Load

One is considered to be teaching a normal load if either condition A, B or C is fulfilled.

- A. One is teaching between 28 and 32 load hours per academic year.
- B. One is teaching at least 24 load hours, but less than 28 load hours per academic year; and one is doing other service or research for the benefit of the College, community or profession; and this course reduction has been authorized in writing by the Vice President for Student Learning, after a review and recommendation by the School Chair.
- C. Required non-teaching assignments that would reduce an instructor's load below the above standards (A or B) must be authorized in writing by the Vice President for Student Learning, and should be written into the instructor's employment contract addendum.

Counting Credit Hours

The following formulas will be used to convert credit hours into faculty load hours:

- Lecture courses are counted as 1 load hour per credit hour.
- Lab and activity courses are counted 0.6 load hour per 1 contact hour (Thus, for example, a physics course with 3 hours of lecture and a 2-hour lab section would equal 4.2 load hours. If this instructor taught an additional 2-hour lab, that instructor would get an additional 1.2 load hours.
- Clinical courses are counted 0.33 load hour per 1 contact hour.
- Faculty-led clinical courses are counted as 0.6 load hour per 1 contact hour.
- Workshop hours are defined by the syllabus.
- Directed study load hours are decided by the Vice President for Student Learning; usually, an instructor will not receive one-for-one credit.
- Dual and Concurrent courses are calculated the same as a face-to-face course.
- Internship/Co-op courses count 0.5 load hour per 1 credit hour. (Eight students must be enrolled for these credits to count as part of an instructor's load; however, this number can accumulate over 2 semesters in the same academic year.)

For those faculty members on an 11 or 12 month contract, a full-time load is equivalent to a full-time load for three academic semesters. Equivalencies shall be determined by the Vice President for Student Learning.

Faculty Over the Maximum

Once the Vice President for Student Learning, the School chair, and the instructor have agreed upon a normal load, then overload pay may be approved by the School chair and Vice President for Student Learning if the instructor is asked to teach an additional course. Variables, such as number of preparations, number of total students, type of instruction, and loads in the previous academic year, may be considered in this discussion.

An instructor teaching more than 32 load hours for an academic year is automatically at overload. However, the instructor must request approval for overload pay from the Vice President for Student Learning before adding the overload course because not all requests for overload may be granted.

Faculty Under the Minimum

An instructor under the minimum load must submit a specific plan to remedy the problem and receive approval for that plan from the Vice President for Student Learning before the end of the Spring semester add period.

If an instructor's load is under the minimum for two consecutive academic years, the Vice President for Student Learning will review and adjust that position. Possibilities include the College tendering a less-than-full-time contract for the ensuing contract year.

Other Duties of a Normal Load

Instructors may be required to teach day, evening and online courses.

In addition to teaching, instructors shall hold regular posted office hours of at least five (5) hours a week. They must also be available to advise students, to perform in other service capacities, and to complete other related duties.

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