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.

Adopted November 19, 1981
Reformatted October 7, 1986
Revised April 28, 1988
Revised August 26, 1993
Reformatted February 2012
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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 Division Chair and the Academic Council.

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.

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 .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 .33 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.
- Concurrent courses are counted as one course.
- Internship/Co-op courses count .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 division chair, and the instructor have agreed upon a normal load, then overload pay may be approved by the 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 all requests for overload may not be granted. So that instructors do not become overworked and “burn out”, approval of overload will be limited. No instructor will be approved for more than 3 credits of overload (a maximum of 35 credit hours/year for a nine-month employee). Furthermore, no instructor will be approved to teach any overload hours for more than 3 consecutive years.

**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**

Since the College offers both day and evening courses, instructors must periodically teach evening as well as day 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 serve on committee, and to do other related duties.

Adopted November 19, 1981
Reformatted October 7, 1986
Approved April 28, 1988
Revised August 26, 1993
Revised November 15, 1994
Reformatted February 2012

Western Wyoming Community College