

INSTRUCTIONAL STAFF TEACHING LOAD

1. FULL-TIME FACULTY LOAD

Full-time faculty are scheduled for a combination of instructional time and office time that best meets the needs of the Division.

9-month faculty are required to be on campus 30 hours each week and a total of 180 working days per academic year.

10-month teaching faculty work 30 hours a week on campus, non-teaching 10-month employees work 40 hours on campus, and both work through the last day in May. Annual leave is not earned, but these employees receive the same breaks as 9-month faculty.

11-month teaching faculty work 30 hours a week on campus, non-teaching 11-month employees work 40 hours on campus, and both work through the last day in June. Annual leave is not earned, but these employees receive the same breaks as 9-month faculty.

12 month non-medical teaching faculty work 40 hours on campus and accrue annual leave to be used for any time off.

12 month faculty assigned to teach in medical or healthcare programs are required to work at least 30 hours on campus and accrue annual leave. The reduced teaching load is intended to accommodate these faculty members' clinical work in order to ensure teaching and curriculum are consistent with current evidence based practice in their respective fields.

All Division Chairs work 40 hours on campus. 10 and 11 month chairs do not earn annual leave, but receive the same breaks as 9 month faculty. 12-month chairs earn annual leave.

Full-time faculty are required to attend graduation ceremonies as part of their required days. The Vice Chancellor for Academics must approve a faculty to be absent and the faculty must submit leave in the amount of 3 hours.

a) Teaching assignments

The institution uses a points system based on the model below. Full-time instructional employees are assigned 18 points of teaching duties per semester, which may include extension sites, combinations of day and evening classes, and/or Internet classes. The Vice Chancellor for Academics must approve any faculty scheduled to teach more than 21 points in a regular fall and spring 16-week semester or more than 12 points in an 8-week summer session. Waivers may apply for lab-based courses up to 24 points or under unique situations with Vice Chancellor for Academics approval.

i. Pure Lecture and Lecture/Lab courses

Points are determined at a 1:1 ratio. 1 student contact hour=1 point*

ii. *Technical Skills Laboratory and Clinical Laboratory courses*

Points are determined at a 2:1 ratio. 2 student contact hours=1 point*

**Definitions follow the Office of Postsecondary Education (OPE) guidelines*

b) *Office time*

Separate from the teaching load is the requirement that each full-time faculty member be available for student consultations that may be scheduled in the faculty office or in the E R C . Faculty schedules must be posted on the faculty's office door, Blackboard course, and will be filed with the appropriate Division Chair, Vice Chancellor of Academics, and front desks.

4 hours of faculty's 30 hour week must be solely used for office time—not committee meetings, committee tasks, general meetings, etc.

c) *Equivalent duties*

If scheduled classes are canceled because of low enrollment, other duties may be assigned as equivalent duties. Equivalent time must be approved by the Vice Chancellor for Academics and the Chancellor.

2. ADJUNCT FACULTY LOAD

An adjunct instructor may teach no more than 9 credit hours per regular 16 week semester. Substitute and adjunct faculty must meet the same educational requirements as regular faculty.

3. ADMINISTRATORS' TEACHING RESPONSIBILITIES

Administrators and Directors may be required to teach some classes as part of their other duties as assigned. Division Chairs may be required to teach up to 9 hours per semester.

HLC Criterion: 3C.2; 3C.6

Policy History:

July 9, 2019
May 6, 2019
January 8, 2018
November 3, 2014

PROCEDURE: NONE