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Owner Emily Weinacker
Area 2.0 Human Resources

Workload for Full-Time Faculty, 2.34

OPERATIONAL 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 of Academic Affairs. 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 Affairs. 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 Affairs.
- 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 calculated at as:

Lecture hours x 1.0 = One load hour

3. Laboratory Loading

Laboratory load hours are normally calculated as:

- A. Physical and Biological Sciences: Lab hours x 1.0 = load
- B. All other disciplines: Lab hours x .75 = load
- C. Lab hours for Physical Education (PHE), Recreation (REC), and Dance (DAN) classes are classified as "Activity" load hours and are normally calculated as: Activity hours x 0.70 = load
- D. Examples:
 - 1. A three hour lecture class: $3 \times 1 = 3.0$
 - 2. Sciences: Three hours of lecture and three hours of lab:

Lecture	$3 \times 1 = 3.0$
Lab	$3 \times 1 = 3.0$
Total	6.0
 - 3. Non-science: Three hours of lecture and three hours of lab:

Lecture	$3 \times 1 = 3.0$
Lab	$3 \times 0.75 = 2.25$
Total	5.25
 - 4. 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. Special cases will be paid using the following formulas and may not pay with any other pay method unless approved by the Vice President of Academic Affairs:
 - 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. Internships: Load hours for classes designated as Internships are calculated on a

per-student basis as: student credit hours x 0.10. Requires approval by the Dean or Associate Dean.

- iii. Directed Research: Load hours for Directed Research projects are calculated on a per student basis as: student credit hour x 0.70 for up to 5 students. An additional 0.10 for each student above 5. Requires the approval by the Dean or Associate Dean.
- iv. Practicum: Load hours for classes designated as Practicum are calculated on a per student basis as student credit hours x 0.10. Requires approval by the Dean or Associate Dean.
- v. Project: Load hours for classes designated as Project are calculated as LEC/LAB and can vary by course. Requires approval by the Dean or Associate Dean.
- vi. Workshop: Load hours for classes designated as Workshops are calculated as LEC/LAB and can vary by course. Requires approval by the Dean or Associate Dean.

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 originates from a discussion between the faculty member and the Dean. Final approval by the Dean and the Vice President of Academic Affairs 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 Affairs.
- 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 Affairs. 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 [Operational 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.
- Curriculum development and instructional innovation.
- Student advising.
- Mentoring provisional and/or adjunct 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.
- 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.

OPERATIONAL POLICY HISTORY

Formerly Policy 2.7.1, Adopted 1/25/2000

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Revised 8/15/2011

Renumbered to Policy 2.34 in 10/2014

Revised to "Operational" Policy 3/5/21

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Approval Signatures

Step Description	Approver	Date
Approval	Lisa Schlegel: Human Resources Manager	1/18/2022

RETIRED