

## **WORK LOAD**

### Policy:

All instructional personnel will be assigned a stipulated teaching load based upon a specified contract period.

### Procedure:

All instructional personnel will meet the requirements of the appropriate performance descriptions.

### Regular Full-Time Instructors

A regular full-time instructor is required to work a 30 hour week in a fall or spring semester. A regular full-time instructor will meet assigned classes and a minimum of five office hours per week for student appointments.

### Regular Part-Time Instructors

A regular part-time instructor is required to work a specified contracted percent of the 30 hour work week in a fall or spring semester. A regular part-time instructor will meet assigned class(es) and the required percent of contract based on a 30 hour work week.

Each regular instructor, whether full-time or part-time, will post a schedule of classes and office hours near the door of his or her office at the beginning of each semester. This schedule must be approved by the instructor's immediate supervisor and by the administration. A copy of the schedule will be filed in the Office of the Vice President for Instruction.

### Adjunct Instructors

An adjunct instructor is required to work the specified amount of time to meet the instructional hours of the course(s) as contracted.

An instructor is limited to teaching no more than fifteen (15) semester hours including day classes, night classes, online, and/or weekend classes, in an entire summer session. An instructor may be assigned no more than three (3) different course preparations during the entire summer session.

### WORK LOAD TERMS:

#### Contact Hours:

The actual hours a class meets.

Semester Hours:

Hours of course credit.

Laboratory Hours:

Hours spent in a laboratory as a part of a course.

Number of Preparations:

The number of different courses taught by an instructor.

Office Hours:

The hours that have been specified when a faculty member is in his/her office.

Extra-Curricular Assignments:

Activities outside of teaching assignments that are in support of college functions.

Department Chair:

Leadership positions assigned to faculty members over an instructional area.

Responsibilities include:

- (a) performing evaluations of instructors and staff members in the department
- (b) preparing and administering department budgets
- (c) maintaining a current equipment and materials inventory
- (d) initiating purchase orders for supplies and equipment
- (e) recommending curriculum changes
- (f) assisting with schedules and assignments
- (g) supervising instructors and staff members in the department

Teaching Load for an Academic Instructor:

The normal teaching load for an academic instructor in a fall or spring semester is fifteen (15) semester hours of lecture classes per week. The normal teaching load for an instructor of laboratory science courses is nine (9) semester hours of lecture classes and four (4) semester hours (eight contact hours) of laboratory classes or a total of seventeen (17) contact hours. A teaching load exceeding fifteen (15) semester hours or seventeen (17) contact hours per week would be compensated for the additional teaching assignment at an overload rate.

Teaching Load for a Technical Instructor:

The normal teaching load for a technical instructor in a fall or spring semester is twenty (20) contact hours per week. An instructional load exceeding twenty (20) contact hours would be compensated at an overload rate.

Teaching Load for a Career Instructor:

The normal teaching load for a career instructor in a fall or spring semester is thirty (30) contact hours per week. An instructional load exceeding thirty (30) contact hours would be compensated at an overload rate.

Class Preparation:

A department chair or other administrator should be prepared to justify assigning more than three different lecture preparations to an instructor in one semester.

Distance Education Courses:

A distance education course may count toward a full-time faculty teaching load or may be an overload course for a full-time faculty member.