

Procedure 5.9901

Faculty Load Procedure

The following procedures are established to assure the equitable and reasonable assignment of faculty responsibilities. The Instructor and the Dean will jointly develop semester schedules. The calculation of instructional loads should take into account such factors as classroom instruction, academic advising, number of preparations, number of students taught, nature of the subject, committee membership, guidance of student organizations, and instructional support. The contact hour requirement of an instructor's workload may be modified by the Dean with approval of the Vice President of Academics. The Vice President of Academics will review all work schedules for equity in application. These procedures protect faculty members from assuming or being assigned internal or external responsibilities which might encroach upon the quality or the quantity of the work they are employed to perform.

Faculty workload averages for the year should fall into one of the following ranges for contact hours.

Lecture 15-20

Lab, clinical/lecture 18-30

Placement within the range of contact hours will take into consideration the factors listed above. Dean teaching loads will be one-half of the appropriate workload range.

Special Assignments

Each instructor may be assigned to teach in the day or evening program of the College as needed, and in any division. In the event that a 15-contact hour load does not develop for an instructor granted a full-time contract, the College may reduce the instructor's full-time contract to a part-time contract, commensurate with the instructor's actual duties, or it may assign the instructor to assist with professional level assignments outside the instructor's major field. In such event the College will provide notice of such contract or assignment as soon as the need for the same becomes apparent.

If in a given semester, the total contact hours exceed the range as stated above, the instructor may be compensated by a comparable reduction in load in another semester during the academic year (summer, fall, and spring). If the total contact hours in the contract period fall or are expected to fall outside the range, extra pay may be awarded for those contact hours in excess of the stated maximum for the range. The off-load hours must be identified and may occur at any time of the day. The rate of hourly pay will be calculated by dividing the 9 month salary by 1560 hours. This award should not exceed six hours per week and is subject to the availability of funds. Any deviation from this policy must have the approval of the Vice President of Academics.

No special assignment pay shall be granted to non-teaching employees from State funds. The president may approve special pay for a staff member to perform instruction if that instruction occurs during non-working hours.

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References

Legal References: *1C SBCCC 200.94*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: *11/6/13*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*