

**POLICY TITLE: TEACHING FACULTY WORKLOAD**

The workload assigned to each teaching faculty member will be compatible with the maintenance of quality in the fulfillment of the following teaching responsibilities: professional competency in teaching, scholarship and academic citizenship. Faculty workload will include activities in these following areas:

A. Professional competency in teaching includes, but is not limited to: course preparation, course instruction, development of new courses, curriculum review and revisions, office hours, student advising/tutoring, mentoring new faculty, departmental meetings and committee work.

B. Scholarship includes, but is not limited to: discipline related organizations and activities; discipline related studies and research, publications, performance; continuing education for advanced degrees or specialty certification; independent work in own discipline.

C. Academic citizenship includes activities which enhance faculty skills that promote student learning and the college. These include, but are not limited to: participation in student orientation and activities; attendance at official college functions; participation in continuing education (workshops, seminars, or conferences) and faculty development activities; participation in community activities; participation in continuous improvement activities.

Faculty members are responsible for their respective designated teaching workload, office hours, advising, and committee appointments. In courses that are team taught, faculty share responsibility for course development, planning, classroom and clinical/lab instruction (when applicable), and evaluation. There is no on-campus time requirement beyond meeting workload responsibilities.

Faculty will develop individual workload plans (IWP) at the beginning of each semester. These plans will be negotiated with the respective Department Chair, with final approval by the Dean of Academic Affairs.

I. Teaching workload

A. Full-time Faculty - Normal teaching workload is determined in contact hours for an average week.

1. General Education Faculty

The minimum teaching load shall not be less than 16-18 contact hours per week for one semester or an average of 17 hours per semester per academic year.

## 2. Nursing Faculty

A team approach is used in nursing courses, with each faculty member assuming comparable responsibility. The total classroom hours for a course in a given semester are divided by the number of faculty assigned to teach in the respective course. The minimum teaching load shall not be less than an average of 16-18 contact hours per week for the semester or an average of 17 hours per semester per academic year.

### B. Part-time Faculty (Permanent Faculty)

Normal teaching workload is determined in contact hours for an average weekly schedule. In general, the College has established for part-time faculty a ratio of two (2) paid, scheduled work hours to one (1) contact hour (a 2:1 ratio). This ratio permits the part time faculty member to have office hours, advising, committee assignment, and additional teaching/citizenship responsibilities on a proportional basis.

### C. Adjunct Faculty

There is no established policy for Adjunct Faculty. Teaching workload is determined at the time the contract is established.

## II. Contact Hours

A. Faculty workload is determined by contact hours.

B. Other workload activities – activities continuing generally on a weekly schedule throughout the semester are counted toward teaching workload requirements. A one-time concentrated assignment of significant time commitment is averaged over the semester to determine workload credit. The contact hours are agreed upon by the faculty member, respective Department Chair, and Dean, Academic Affairs, prior to the beginning of the semester. Examples of contact hours for selected faculty activities are:

<u>Activity</u>	<u>Contact Hour</u>
1. Strategic initiatives (assigned by Dean, Academic Affairs)	determined by complexity of project, anticipated time commitment, and urgency.
2. Special Projects (assigned by Department Chair with approval of Dean, Academic Affairs)	determined by complexity of the project, anticipated time commitment, and urgency.

III. Office Hours

All faculty (full and part time) are expected to be accessible to students by appointment and will establish office hours. Office hours provide the opportunity for students to “drop-in” for assistance or advisement. Faculty are expected to have at least three designated hours of office time per week.

IV. Advising

All full time faculty are assigned students for advisement to assist in the learning process by providing support and guidance to students. The Faculty Advisor and student will meet during the semester to discuss issues of importance to the student. The advisors act as listeners, helping students with concerns and the education process. When the situation requires, advisors direct students to the appropriate resources.

V. Committee Appointments

All faculty (full and part time) are expected to participate in the shared governance of the College through its system of committees as outlined in the Bylaws of the College Assembly. All faculty are members of the College Assembly. Each full time faculty is a member of at least one standing committee. Part time faculty may participate in standing committees or other committee assignments as negotiated with the respective Department Chair and Dean of Academic Affairs. Other committee assignments will include, as applicable: course/level subcommittees; admissions; testing; and/or special task forces.

VI. Overload

In general, overload is approved for blocks of credit or contact hours, indicative of a complete course or a full clinical/laboratory section. Overload is generally limited to one semester. All overload commitments undertaken for supplemental compensation will require prior approval of the Dean of Academic Affairs. Overload compensation will be calculated based on the faculty member’s equivalent hourly salary. Projects requiring more than a semester should be arranged on a released time basis

Approved By: \_\_\_\_\_ Date: 1/8/08

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Responsible Committee: Faculty Senate