

Faculty Schedules and Workload Policy

Policy Number	600.21.01	Custodian	Academic Dean
Approved Date	3-15-2022		
Effective Date	3-15-2022	Review Date	October 2021
References:			

1. Purpose

To ensure and promote a workload balance for faculty between assigned teaching load, course development and preparation, student advising, professional growth, committee work, and college meetings.

2. Persons Affected

- 2.1. Full-Time Faculty
- 2.2. Adjunct Faculty

3. Policy

This policy is to ensure the following:

- 3.1. Faculty maintain an appropriate workload assignment.
- 3.2. Faculty are accessible and reasonably available to students.

4. Definitions

- 4.1. Faculty Schedules. Exempt employees that work the hours necessary to accomplish teaching responsibilities and weekly tasks.
- 4.2. Faculty Workload. Full-time faculty are required to maintain a full-time workload. A full-time workload takes into consideration the (1) number of credit hours per week, (2) number of distinctly different course preparations, and (3) related duties as assigned by the academic dean.

5. Procedures

Faculty Schedules

- 5.1. Participate in day, evening, weekend, and online teaching as determined by the academic dean.
- 5.2. Full-time faculty must schedule a minimum of six office hours per week. Adjunct faculty are not required to hold office hours but are to be available to students by telephone, email, etc. Distance learning instructors must be accessible to their students by telephone, email, video conference, learning management system, etc. Faculty are

expected to be available for student appointments outside of their typical work hours to meet student needs, especially during heavy advising and registration times.

- 5.3. Full-time faculty are expected to work a minimum of 40-hours a week. Some work hours may be in the evenings and on weekends to be available to students. Serving as a faculty member inherently includes a varied schedule. Full-time faculty members are expected to be on campus at least 27 hours per week to be available for students and meet professional obligations.
- 5.4. Serving on College committees is a part of a faculty member's professional responsibility. Faculty members are expected to participate in committee assignments and marketing/outreach events throughout the year. A reasonable effort will be made to relate interests and abilities to committee assignments and balance these assignments throughout the entire faculty.

Faculty Workloads

- 5.5. A typical teaching load is 30 credit hours over the fall and spring semesters, which is an average of 15 credit hours a semester. Credit hours may not be carried over from one academic year to another. A full teaching load for summer is 9 credit hours.
- 5.6. The academic dean will try to avoid assigning a faculty member more than three distinctly different course preparations during a semester. Faculty members who routinely experience more than three distinctly different course preparations per semester should work with the academic dean to find a mutually acceptable solution.
- 5.7. If credit hours fall below the minimum typical teaching load, the academic dean will assign additional responsibilities to the faculty member to bring the number of hours to the minimum teaching load. One credit hour translates to 2.67 hours per week.
- 5.8. If the College offers a summer semester, the academic dean will offer teaching assignments to full-time faculty first. Faculty members who teach summer classes will be paid at the adjunct faculty hourly rate.
- 5.9. Teaching loads for adjunct faculty will not exceed the maximum limit calculations to keep them under the designation for full-time employee benefits.

Revision History

Rev. Date	Rev. No.	Revision