

Title:	Full-Time Faculty Workload
Effective Date:	06/10/2021
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Cancellation:	
Responsible Office:	Academic Affairs

## Full-Time Faculty Workload

### *Policy*

The college recognizes that in developing a comprehensive nature, it must ensure courses and programs are adequately staffed by appropriately qualified and experienced faculty to ensure student success. Full-time faculty will be required to undertake and complete teaching and direct instructional activities, provide service to students, department, division, and the college and engage in research and professional development activities as part of a full workload. The three requirements are described below:

#### **1. Teaching and Direct Instructional Activities**

The total annual cumulative load requirements for full-time faculty on 12-, 10-, or 9-month contracts are set out below:

##### **a. 12-month Faculty**

Must complete a total of forty (40) credit hours for the year of full-time instruction during their contract.

Typically, a total of fifteen (15) credit hours in any part of term for the Fall Semester, and a total of fifteen (15) credit hours in any part of term for the Spring Semester and a total of ten (10) credit hours in any part of term for the Summer Semester will constitute 100% course load.

**Note:** the potential overload to fifteen (15) additional credit hours during the contract period (typically six (6) credit hours in each of the Fall and Spring Semesters and three (3) in the Summer semester is the maximum allowed.

##### **b. 10-month Faculty**

Must teach no less than thirty (30) credit hours for the year during their entire contract.

Typically, a total of fifteen (15) credit hours in any part of term for the Fall

Semester and a total of fifteen (15) credit hours in any part of term for the Spring Semester will constitute 100% course load. (In the event a total of thirty (30) credit hours cannot be attained over the contract period, a summer course or any additional courses taught outside of the yearly contract term may be counted as part of the full-time load).

**Note:** the potential overload to twelve (12) additional credit hours during the contract period (typically six (6) credit hours in each of the Fall and Spring Semesters including any additional load from mini semester offerings) is the maximum allowed.

Will additionally provide specialist administrative or instructional support, typically ten (10) working days prior to the start of Fall semester and ten (10) working days after the end of Spring semester or an equivalent of twenty (20) additional working days of support as recommended by the Dean of the Division and approved by the Vice Chancellor. Specialist administrative support duties will involve a range of activities to support start up and closure of the academic year. This may include advising, recruiting, scheduling, report compilation, course and program development, departmental duties, special initiatives, community outreach, program professional accreditation responsibilities and other activities as directed by the Dean, Vice-Chancellor, or Chancellor.

**Summer Teaching:** 10-month faculty can elect to teach up to 9 credit hours in summer and be compensated at the adjunct rate.

**c. 9-month Faculty**

Must teach no less than thirty (30) credit hours for the year during their entire contract.

Typically, a total of fifteen (15) credit hours in any part of term for the Fall Semester and a total of fifteen (15) credit hours in any part of term for the Spring Semester will constitute 100% course load. (In the event a total of thirty (30) credit hours cannot be attained over the contract period, a summer course or any additional courses taught outside of the yearly contract term may be counted as part of the full-time load).

**Note:** the potential overload to twelve (12) credit hours during the contract period (typically six (6) credit hours in each of the Fall and Spring Semesters including any additional load from mini-semester offerings) is the maximum allowed.

**Summer Teaching:** 9-month faculty can elect to teach up to 9 credit hours in summer and be compensated at the adjunct rate.

**d. Title IX**

When accommodations made for students under Title IX require work outside the 40-hour work week faculty will receive an extra services contract paid at the

established college hourly rate for faculty. This rate is established by the Office of Human Resources.

**e. Load Calculations/Workweek:**

more increments.

- Load calculations will be computed using the assigned course credit hours except in cases where the college has deemed an alternative workload calculation may be used.
- Alternative load calculations will follow procedures approved by the CAO, CFO, and Chancellor and on-file with the Office of Academic Affairs and the Human Resources Office.
- The maximum number of instructional (direct instruction of students) contact hours per week for full-time teaching faculty shall be determined by policy as approved by the college chancellor but may not exceed thirty instructional contact hours a week. Faculty instructional (direct instruction of students) contact hours exceeding thirty hour per week will be paid at the established faculty hourly pay rate.
- Overloads - In all cases above, credit hours in excess of the total required for the year after load calculation or in excess of the typical requirement in a semester are treated as overload unless the faculty member elects to carry part of this from Fall to Spring Semester only to reduce the credit hours required in the subsequent semester. Credit hours cannot be carried across an academic year. A faculty member may decline an overload assignment without prejudice to their record with LCTCS.

Full-time faculty members are to be accountable for a forty-hour (40) workweek.

- The number of on-campus hours for 9- and 10-month faculty is twenty-five (25) hours on-campus (typically fifteen (15) Instructional, ten (10) Office). **Note:** Course type may affect on-campus expectations.
- The number of on-campus hours for 12-month faculty is forty (40) hours.

A typical teaching responsibility consists of fifteen (15) credit hours (or the equivalent) per week, possibly in a combination of day and evening classes, as well as courses that may be offered in hybrid or online delivery formats, across any location, and the equivalent of ten (10) office hours.

Staffing issues and course design may result in the need for a faculty member to exceed policy restrictions. In such cases, approval by the Academic Dean and Chief Academic Officer is required.

Non-credit teaching for full-time faculty must be approved by the faculty member's Divisional Dean and the Chief Academic Officer. When necessary, non-credit teaching may be used to achieve faculty load hours must be scheduled to accommodate students and are inherently designed for faculty-student interactions. Office hours, whether held physically on-campus or via virtual presence, as outlined below, are designated for the availability of faculty to students. Office hours are exclusive of other activities or meetings in other

locations and must be consistent with the times and delivery modes of the teaching schedule. They must be posted, in the designated system(s) as outlined in the college requirement sheet within the first week of class and must be held in a minimum of thirty (30) minutes or load calculations more increments.

Modality	Office Hour Type
Traditional Lecture/Lab Course	On-Campus
Hybrid >50%	On-Campus
Hybrid <50%	50/50 Split On-Campus and Virtual*
HySync	Virtual*
Online (Web)	Virtual*

\*Note: Virtual hours must be on a set day and time each week.

**Reassignment of Office Hours** The college recognizes that nine- and ten-month faculty members teaching laboratory-based courses may teach courses or engage in activities that extend beyond the credit hour equivalency. In such documented cases, the faculty member may receive a reassignment of office hours for up to six hours per week, per semester to compensate for the additional time. Calculations for laboratory courses are based on course contact hours minus course credit hours.

Example: DGMD is a 2-2-0-3 course. 4 contact hours - 3 credits = 1 office hour reassignment.

The reassignment rate chart will be on file in the Office of Academic Affairs and will be released each fall and spring upon approval of the Vice Chancellor of Academic Affairs. An example chart has been provided below.

Course	Office Hour Reassignment per Course
ARTS(1010,1210,2250)	3
ARTS 2000	1
ASDV*	1
BIOL*	1
CHEM*	2
CIVL*	1
COSM*	Varies
DGMD*	1
DRFT*	3
INTE*	2
MAST/HCOR*	2
MLTS*	1
PHYS*	1
GEOL*	1
INTC*	1
IMEL*	3
IET* (except ETRN 1004)	1
ETRN 1004	2

- \* Courses must feature a laboratory component to be eligible for a reassignment.
  - Note: disciplines on an alternative workload calculation will not be eligible for this reassignment unless it is approved in their alternative load form. Alternative workload calculation forms are filed by the Dean and Approved by the Chief Academic Officer.
  - 12-month faculty and faculty teaching laboratory courses outside of their regular load may be eligible for reassignment of teaching/office hours in coordination with their Dean.

## **2. Reassignment of Office Hours for Services Hours:**

Academic Deans may reassign up to two (2) office hours per week during a given semester to Faculty to undertake additional student service projects for SLCC (e.g. establishing weekly ESL tutoring sessions). In these cases, reassigned office hours must include alternative on-campus presence at Lafayette or other SLCC campus sites. However, faculty receiving office hour reassignment and reassignment for service may not exceed a reassignment total of six (6) hours per week, per semester.

- Each online class considered to be part of the faculty load (not including additional adjunct contracted courses) shall result in a reduction of on-campus teaching hours per week, equivalent to the credit hours of the online course (e.g. line course (e.g. a faculty with four 3-credit face-to-face courses and one 3-credit online class will be required to be on campus for twelve (12) instructional hours).
- The faculty teaching online (either fully or in hybrid mode) is expected to provide equivalent student access via online methods (discussion board moderation, open chat availability for students, etc.) as determined to be appropriate by the Office of Distance Education.

Expectations are that faculty will spend 3-5 hours of live virtual presence per week including virtual office hours and to be monitored for compliance by the D.E. Officer and the Department Chair of the instructor teaching the online/hybrid section.

### **a. Load Balance**

The SLCC full-time faculty online load (online, asynchronous, and HySync) should not exceed face-to-face instruction EXCEPT in the following circumstances:

- i. The program in which the faculty is teaching is based on online access.
- ii. The faculty is hired specifically for instruction primarily through online.
- iii. The need for online-approved courses (through QM or other online credentialing methods) indicates that the best service to students involves greater online load responsibility for faculty within a given discipline/department for the semester at hand.
- iv. The face-to-face load is reduced by other factors such as course releases for Department Chairs, Committee Chairs, etc.
- v. The Divisional Dean and Department Chair have selected to use

predominantly online instruction to serve within a specific semester coverage of courses to provide continuation of faculty instructional load for medical, military, or other appropriately approved circumstances. The Divisional Dean in consultation with SLCC Human Resources shall be responsible for authorization of this provision, and the utilization of greater or all-online instruction by the faculty members will be defined clearly for the semester in question and not to be expected as a continuing load assignment beyond the semester approved for.

- In cases where faculty are teaching a 6th or 7th additional course above the full-time load on supplemental contracts, the reassignment will be based on the courses listed under the faculty load, with the requirement that at least one of the online be counted under load if additional courses are being contracted (e.g. a faculty with five (5) face-to-face courses and one online course would be calculated for 4 face-to-face+ the online section under load; the 5th face-to-face course, 6th course for load, would result in a supplemental contract.) When a faculty member teaches seven (7) total courses and has multiple online and/or hybrid courses, it is the responsibility of the Division Dean and Department Chair to determine the appropriate balance between courses determined to be "under load" and those under supplemental contract.

**b. Remote Work**

- 9- and 10-month faculty are covered for remote work under section one, subsection B and C of this policy. As such, no remote work form is necessary. However, faculty approved for remote work due to extenuating circumstances as deemed appropriate by the divisional dean and approved by the chief academic officer will be required to complete a remote work form.
- 12-month faculty are eligible for remote work on a reoccurring basis or for a special project as deemed appropriate by the divisional dean as long as the remote work does not infringe upon instructional time. 12-month faculty may also be considered for remote work in extenuating circumstances as deemed appropriate by the divisional dean and approved by the chief academic officer.
- In cases where a remote work form is required it must be approved and on file with the Human Resource Office before remote work can commence. Divisional Deans and Faculty members are responsible for following all policies and procedures set forth by the college's remote work policy.

**3. Service to Students, Department, Division or College**

The remaining hours of the work week require two further balances of time and areas of responsibility. The first balance requires faculty (9-, 10-, and 12-month contracts) to

provide service to students, departments, divisions, the college, program, or discipline. This involves institutional service such as completing committee responsibilities, attending Department, Divisional, or College meetings, attending college functions, college or programmatic advisory groups, and participating in providing student and community services.

#### 4. Research and Professional Development

The remaining component of responsibility and time balance allows faculty to undertake appropriate research and complete professional development activities. These activities are to be selected and completed with the purpose of maintaining or improving qualifications/competencies, improving your ability to instruct or enhance your understanding of the role and efficiency of the community college.

All together these three components are detailed within the Full-time Faculty Position Description and detailed within the 9, 10, or 12-month contracts; all are evaluated yearly for relevance and revision.

#### 5. Additional Items

This policy may be suspended or revised under conditions of financial emergency as determined by the Chancellor or Chief Administration and Finance Officer.

#### Attachments

N/A

#### Reference:

N/A

#### Policy Reference:

SACSCOC Definition of Credit Hours (Federal Requirement 4.9)  
<https://lsacscoc.org/app/uploads/2019/08/Credit-Hours.pdf>  
 LCTCS Policy #6.003  
 LCTCS Policy #6.501

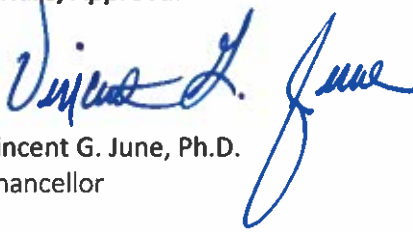
#### Review Process:

Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
<i>Responsible Office</i>			
<i>Committee for Institutional Policy Review</i>	Rev 1: 05/14/2021 Rev 2: Bypass, Mandated by LCTCS	Rev 1: 05/14/2021 Rev 2: Bypass, Mandated by LCTCS	
<i>Executive Leadership Team</i>	Rev 1: 06/03/2021 Rev 2: 07/28/2023	Rev 1: 06/03/2021 Rev 2: 07/28/2023	06/10/2021

***Chancellor's Signature/Approval***

***Policy: IS-109***

SIGNATURE:

  
Vincent G. June, Ph.D.  
Chancellor

DATE:



***Final Distribution:***

Electronic: posted to College's website and sent via email to college personnel

Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review