



Procedure Number:	AS 216
Procedure Title:	Faculty Workload
Relevant Board Policy:	D.5.1.2 Faculty Teaching Loads
Relevant SACSCOC Principle:	6.1 Full-time Faculty, 10.1 Academic Policies
Originating Unit:	Vice President for Academic Success
Maintenance Unit:	Vice President for Academic Success
Contact for Interpretation:	Vice President for Academic Success

I. Definitions

1. Contract Workload - FT Faculty Contract Workload

Standard Workload Units: Most full-time faculty are hired for nine-month assignments. A standard teaching load for a faculty member during the nine-month contract year is thirty workload units, fifteen units per semester. The faculty contract is for the two long terms starting the week before each fall and spring term through the final class day of the fall and spring term. In addition, each faculty member will work two additional days to be identified by the college president. ([D.5.1.2](#): Faculty Teaching Loads)

The standard work week for full-time faculty is 40 hours. ([D.5.1.2](#): Faculty Teaching Loads) Full Time Faculty Members have an expectation of 15 hours per week of teaching, 5 posted office hours, 5 flexible office hours (by appointment in any modality based on student need), 5 hours of service (including committee, club, and council meetings, serving as a formal mentor, and other service), and 10 hours per week dedicated to grading, preparation, research and professional growth, and other duties as needed.

2. FT Faculty Overload

Workload units above the standard 15 per fall and spring semester will be paid as overload (equivalent to adjunct pay). Full time faculty are limited to two courses, not to exceed 8 workload units, of overload during the long semesters plus two workload units beyond two overload courses if needed to perform non-instructional duties on release time. Overload work will be performed outside

the 40-hour standard work week. Any exception to the maximum for extenuating circumstances must be approved by the Dean/VPAS, President, and Chancellor. There is no entitlement to overloads. Overloads are assigned per semester and are not guaranteed even if overloads have been assigned previously. (also see [D.5.1.2](#): Faculty Teaching Loads: Overload Assignments for Full-Time Faculty)

3. Release Time Assignments for Full-Time Faculty

Release time assignments shall be approved by the college VPAA and President. Release time will be part of the standard workload units and will be loaded into FLAC. (also see [D.5.1.2](#): Faculty Teaching Loads: Release Time Assignments for Full-Time Faculty)

4. FT Faculty Summer Workload

Faculty have the opportunity to accept summer assignments based on the summer schedule requirements.

Seventeen workload units are the maximum allowed for full time faculty during the summer term. Full-time faculty may teach up to 12 workload units at 130% of the adjunct pay rate. For each 3-hour workload units, the faculty member agrees to serve 15 hours during the part of term in which the courses are scheduled (i.e., 6 workload units taught during the first 5- week summer part of term require 30 hours of work above the class time over the 5 weeks). Full-time faculty wishing to teach in summer must teach at the 130% rate for the first 12 workload units scheduled. Faculty teaching above 12 hours but no more than 15 will be compensated at the adjunct rate for the units above 12. Two additional workload units may be assigned for non-instructional work at the adjunct rate. Fall and spring full-time temporary faculty will be compensated at the adjunct rate, and adjunct workload guidelines will be followed for summer assignments. ([D.5.1.2](#): Faculty Teaching Loads: Summer Assignments for Full-Time Faculty)

5. Adjunct faculty

Adjunct faculty will be assigned fewer than 12 workload units (instructional and non-instructional) during the long terms (fall and spring) and no more than a total of nine units in the summer term (Maymester, Summer I and Summer II). Adjunct faculty are hired on a per semester basis and there is no entitlement to renewal of a contract. (([D.5.1.2](#): Faculty Teaching Loads: Guidelines for Adjunct Faculty Loading)

6. Office hours

Office hours are times that instructors set aside to be available to students to discuss the material being presented in class or other related interests such as navigating college, career advice, and mentoring support for students.

7. Service

Service to College includes participation in shared governance by involvement in Service to the Discipline, Department, College, or District, for example, by serving on standing committees, ad hoc committees (such as search committees), and task force groups, among other service types such as serving as a formal mentor (such as Faculty-Student Mentoring).

II. Expectations for Full Time Faculty

1. Office Hours for FT Faculty during contract terms

Five hours designated office hours each week during the 16-week semester as part of their FT teaching load responsibilities. The posted office hours' modality will be proportional to the modality of courses taught. For example, if an instructor teaches one section out of five online and the rest face-to-face, they will hold one virtual office hour and four face-to-face office hours. The additional five flexible office hours held by appointment may be held in the modality that best suits students' needs.

2. Service hours for FT Faculty during contract terms

Five hours of service (including committee, club, and council meetings, formal mentoring, and other service) and 10 hours per week dedicated to grading, preparation, research and professional growth, and other duties as needed. Service expectations typically fall within the 8-5 M-F work week.

3. Office Hours and Service hours for FT Faculty during summer terms

15 hours per 3-hour workload unit: 10 office hours - 5 hours posted and 5 hours flexible, plus 5 service hours based on need.

In keeping with district procedure ([D.5.1.2 Faculty Teaching Loads: Summer assignments for FT Faculty](#)), for each 3-hour workload unit, the faculty member agrees to serve 15 hours during the part of term in which the courses are scheduled with a minimum of one hour weekly (i.e., 6 workload units taught

during the first 5-week summer part of term require 30 hours of work above the class time over the 5 weeks). The minimum 5 posted office hours per 3-hour workload unit should be held in a modality proportionate to the modality of the course(s) taught. Service hours may include meetings for committees, clubs, councils, formal mentoring, or any other service as needed. Service expectations in the summer typically fall within the 7-6 M-R work week.

III. Expectations for Adjunct Faculty

1. Office Hours

Adjunct Faculty without benefits teach less than 12 hours per week during a 16-week semester. Adjunct Faculty are required to be available for students' course related questions. Flexible office hours by appointment for adjunct faculty may be held virtually or face-to-face, according to student need.

2. Service

Adjunct Faculty are not required to provide service to the College or Department, but they are welcome to support any College or Department activity or event.

IV. Expectations for Full-Time Adjuncts (faculty teaching 12 or more workload units or the equivalent)

1. Office Hours

Full-Time Adjuncts with a teaching load of 15 hours per week are required to have 5 designated office hours in the modality proportionate to their teaching schedule, 5 flexible office hours by appointment in any modality based on student need, and 15 hours per week dedicated to grading, preparation, research and professional growth, and other duties as needed, determined by the faculty member each week as part of their teaching load responsibilities.

2. Service

Full-Time Adjuncts with a teaching load of 15 hours per week are required to attend District, College, and Department meetings. Full-time adjuncts are invited, but not required, to participate in college and department service

opportunities.

V. Faculty Department Chairpersons

Contracts for twelve months will be issued to department chairpersons. The contract for Department Chairpersons requires that they carry out department administrative duties during the M-F 8-5 work week. ([12-month Department ChairModel](#))

1. Overloads:

- a. Fall term: Up to two courses
- b. Spring term: Up to two courses
- c. Summer term: Up to one course
- d. As a general rule, overloads need to be outside of the normal operating window. Overloads may be approved inside the normal operating window of 8am –5pm in exceptional circumstances only. Repeat exceptions will not be considered.
- e. All regular overload procedures must be followed.
- f. Chairs that teach overload courses must complete associated grading and prep outside of the traditional 40-hour work week.

2. Substituting courses:

- a. Chairs who substitute within the M-F 8-5 work week do so as part of their regular Chair duties. They may claim substitute compensation only if the substitution causes a documentable extension of duties outside of the workday/work week. Approval of the substitute compensation requires approval by both the respective Dean and the VPAS.
- b. Chairs may claim compensation for substituting for a course for faculty members in their area if the course falls outside of the M-F8-5 work week. Approval of the substitute compensation requires approval by the respective Dean.

VI . Release Time

Release time assignments shall be approved by the college VPAS and President. Release time

will be part of the standard workload units (as defined in I.1. above) and will be loaded into FLAC. (D.5.1.2: Release Time) Additional workload units (typically course load appointments) assigned above the standard workload units (15 sch) are part of the faculty member's overload.

All activities that are included as part of a faculty member's standard or overload workload units are not considered service activities for the purposes of promotion, tenure, or evaluation. Faculty members must attain required service hours (per II.B. and III. above) outside of activities for which they receive compensation.

Faculty members who agree to receive release time do so with the understanding that they will work with their supervisor to create a clearly delineated set of responsibilities that must be carried out regardless of the time frame during which the compensation is rendered. The supervisor of the release time activity will work with the faculty member to assure that there is a mutual understanding of the expected outcomes and requirements and will notify the faculty member concerning any activities that might need to be completed outside of a traditional pay period before the faculty member agrees to the release time duties.

Attachments:

Originator: Dr. Laura B. Sanchez

Date Approved: 09/21/2021

Updated:

Approved: *Laura B. Sanchez, Ed.D.*

Title: Vice President for Academic Success