

<p style="text-align: center;">SOUTHWESTERN COMMUNITY COLLEGE</p>	<p style="text-align: center;">HUMAN RESOURCES/INFORMATION TECHNOLOGY <b>WORKLOAD - CURRICULUM FACULTY</b></p>	<p style="text-align: center;">Policy 4.01.03</p>
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**A. Faculty Responsibilities**

For purposes of this Policy, a "curriculum faculty member" is a full-time instructional employee whose primary responsibilities are teaching curriculum (college credit) courses.

The interaction of faculty members with students represents the essence of the educational process. Full-time faculty workload consists of responsibilities identified in the three areas below

**1. Learning Facilitation:**

Includes, but is not limited to, responsibilities associated with serving students such as: teaching, planning, developing lessons and course content, evaluating and academic advising as assigned. Learning facilitation occurs in traditional classroom lecture/lab/clinical arrangement as well as distance learning environments such as hybrid and online courses.

**2. Institutional Service:**

Includes, but is not limited to, responsibilities that support the College achieving its goals such as: serving on committees, mentoring faculty, recruiting students, guiding student organizations, developing curriculum, contacting prospective student employers, and supporting other administrative processes.

**3. Professional Development:**

Includes, but is not limited to, responsibilities associated with staying current in the discipline as well as the craft of teaching. This also includes maintaining required professional licensure and/or certification.

**B. Work Period**

Appointments are made annually and provide the term of employment. Appointments are made on an at-will basis. Faculty members, as professionals, are expected to devote the time required to accomplish their assigned duties. This work may occur during the day and/or evening, weekdays and/or weekends. Additionally, the College serves a three-county area with multiple off-campus locations. Therefore, faculty may have teaching assignments at a satellite or off-campus location.

Except for teaching hours, and office hours, faculty schedules are flexible in order for them to be responsive to student, program, and College needs. Faculty should be available for College activities and events during normal business hours, Monday – Friday, and occasionally during evening hours. Faculty must be present at their primary campus duty stations each weekday unless teaching at another campus location; however, faculty not teaching scheduled Friday

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classes may work away from campus on that day while maintaining availability for College functions. The College may require faculty members to participate in College activities and events (i.e., commencements) on non-teaching days.

### C. Office Hours

In order to be available to students outside of class, full-time faculty members are expected to post teaching schedules and office hours. These schedules should be posted by the start of classes each semester. Office hours should be posted at times accessible to students, except when off-campus assignments (clinical settings, etc.) prevent it. Office hours should be treated as regular scheduled class times. Faculty may use virtual/online technologies to enhance student access during office hours. Up to one (1) hour per week or required minimum hours may be scheduled as virtual/online at times when the instructor is not on campus.

Regular or standing commitments should not conflict with office hours. If a standing commitment is necessary during an employee's scheduled office hours, then the employee shall adjust his/her other hours.

The minimum amount of office hours per semester are:

1. Seven (7) office hours per week if twenty-four (24) contact hours or less.
2. Four (4) office hours per week if twenty-five (25) or more contact hours.

### D. Teaching Load

1. Workload assignments are calculated for an academic year (fall and spring semesters). Summer term stands alone and is not averaged with fall and spring semesters. A faculty member's teaching load may be achieved through instruction of curriculum and/or non-credit courses. A faculty member who does not have a minimum teaching load after averaging fall and spring semesters may be assigned additional responsibilities.
2. Faculty members are responsible for the initial development of the semester schedule/workload which are subject to approval by the employee's dean/director.
3. Faculty may be classified as advising or non-advising instructors. Advising instructors serve as academic advisors to assigned students, in addition to other duties. Non-advising instructors do not provide academic advising and have a workload reflecting a higher emphasis on teaching duties.
4. The workloads that follow may be presented as either credit or contact hours or both. A faculty member's workload is achieved when his/her hours fall within either range; only one range has to be met. The ranges for the academic divisions are:

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**Career Technologies**

Advising		Non Advising		Programs	Comments
Credit Hours	Contact Hours	Credit Hours	Contact Hours		
16 - 18		19 – 22	19 - 22	Criminal Justice, Early Childhood, Early Childhood Teacher Associate, Occupational Education Associate, Paralegal	Program Coordinators may be loaded on the low end of range The course range is determined by the Dean based on the needs of the program and an assessment of the extent of the coordinator's efforts in program coordination and administrative duties.
16 - 18	18 - 22	19 – 22	25	Accounting, Advertising & Graphic Design, Automotive, Business Administration, Business Administration - Electronic Commerce, Civil Engineering, Cyber Crime Technology, Computer Engineering, Computer Information Technology, Electronics Engineering, Entrepreneurship, Mechatronics Engineering Technology, Medical Office Administration, Networking Technology, Office Administration, Real Estate, Surveying, Web Technologies	
	25 - 28		30	Air Conditioning/Heating and Refrigeration, Carpentry, Computer Integrated Machining, Cosmetology, Culinary, Electrical/Electronics, Masonry, Plumbing, Welding	



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**Arts & Sciences/Developmental**

Advising		Non Advising		Programs	Comments
Credit Hours	Contact Hours	Credit Hours	Contact Hours		
15	15	18	18	English	(Consideration will be given to the number of students in the courses and the number of highly intensive writing courses as the load is made)
				Humanities/Social Sciences - Sociology, History, Humanities, Psychology, Political Science, Anthropology	Typically these courses have high student enrollments
16 – 18	17 – 20	19 – 22	25	Mathematics	Load is annualized at 18-19
	16 – 22	19 – 22	25	Science	
	20		25	Developmental	Minimum of five courses
	20		25	Physical Education	
15 – 18	18 – 22	18 – 21	25	Fine Arts	
15 – 18	18 – 22	18 – 21	25	Foreign Languages	

Arts and Sciences Department Chairs may receive a one (1) course per year reduction in their teaching loads. The course reduction is determined by the Dean based on the needs of the department and an assessment of the extent of the chair's efforts in department coordination and administrative duties.

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### Health Sciences

Credit Hours	Contact Hours	Programs	Comments
	17 - 21	Program Coordinator	
	20 - 28	Clinical Coordinator and/or Instructor (Advising)	
	24	Non-Advising Instructor	

Work loads for clinical settings are based on the following:  
 One hundred percent (100%) of actual hours of direct clinical experience. Additional hours recognized for coordination based on number of students and sites (active sites). Add the two factors together to get the total coordination time.

# of Sites	Contact Hours
2 - 4	.5
5 - 9	1
10 - 15	1.5
16 +	2

# of Students	Contact Hours
2 - 8	.5
9 - 12	1
13 - 20	1.5
20	2

- The amount of preparation and the amount of interaction between faculty and students that is associated with special course and non-traditional instruction is an important element in calculating faculty workload. Decisions about workload should include consideration of the discipline, enrollment, time commitment, complexity of the course, and methods of evaluation. Special courses include: cooperative work experience and non-credit courses. Faculty members who teach these courses will be credited with loading hours as follows:

### **Cooperative Work Experience**

# of students at end of drop/add	Credit Hours
1-5	1
6-10	2
11-20	3
21-30	4

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### **Non-Credit Courses**

These courses may be included as part of full-time faculty workload. The dean/director in consultation with the faculty member is responsible for equating non-credit contact hours to contact/credit hour workload.

### **E. Summer Loading/Office Hours.**

#### **1. One Summer Session (typically 5 – 5 1/2 weeks)**

Faculty members teach 6-8 credit hours, 20-28 contact hours per week. Typically, this load is achieved with two (2) courses. Additionally, during the summer term, faculty employees shall schedule at least three (3) office hours per week.

#### **2. Full Summer (8 – 10 weeks)**

Faculty members teach 8-10 credit hours, 20-28 contact hours per week. Typically, this load is achieved with three (3) courses. Additionally, during the summer term, instructional employees shall schedule at least three (3) office hours per week.

#### **3. Eight Week Summer**

Faculty members teach 8-10 credit hours, 20-28 contact hours per week. Typically, this load is achieved with three (3) courses. Additionally, during the summer term, instructional employees shall schedule at least three (3) office hours per week.

#### **4. Ten Week Summer**

Faculty members teach 8-10 credit hours, 20-28 contact hours per week. Typically, this load is achieved with three (3) courses. Additionally, during the summer term, instructional employees shall schedule at least three (3) office hours per week.

### **F. Student Advising**

A faculty member's advice to a student has a significant impact on that student's ability to realize his or her goals. It is expected that all faculty members are committed to effective student interaction. Faculty members with academic advising responsibilities will be assigned a student advising load and/or advising duties at the University Transfer Advising Center.

As a part of these advising responsibilities, the faculty member must show at least five (5) hours on the door/work schedule that is outside the teaching and regular office hours. Advising time may fluctuate during high demand periods of registration. These hours will be designated as "advising" and the faculty member should be in the office/work area or the University Transfer Advising Center and available to students. The advising release time only applies to fall and spring semesters due to the unique nature of the summer semester.

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### G. Extra Service Compensation

A faculty member who teaches an amount of hours exceeding the maximum number of credit or contact hours during an academic year may receive additional compensation. To ensure consistency for an extra service, the request will be approved by the appropriate dean/director and the Executive Vice President for Instruction and Student Services brought before the Instructional Administrators group. The following factors will be considered in the decision regarding additional compensation:

1. The faculty member and the dean/director must mutually agree that an "overload" is in the best interest of all parties (students, employee, College).
2. To achieve extra compensation, the maximum of the teaching load ranges must be exceeded.
3. Extra compensation must be consistent with division, department and College objectives and will require planning.
4. Extra compensation shall be documented through a letter from the Human Resources Department. The extra service will be paid at the adjunct faculty pay rates. "Banking" or earning hours to realize summer employment is prohibited.
5. Workloads are annualized. A faculty member may exceed the fall workload values and not receive extra compensation if it is determined that the spring workload will be less than the normal workload.
6. With the extra course(s), the faculty member will also provide additional access for students in these courses. For example, if the extra course occurs at night, the faculty should be available prior to or after the course.
7. Faculty overloads shall not exceed 25% of normal workload per semester. Exceptions may occur for one academic term due to special circumstances as approved by the Executive Vice President for Instruction and Student Services.

### H. Release Time

Release time from teaching duties may occur in order to accomplish program, division or College objectives. This release time must be approved by the Executive Vice President for Instruction and Student Services.

### I. Financial Exigency

During times of financial exigency, the President may assign, without extra service compensation as outlined in Section Seven, teaching loads to instructional employees that are in excess of the number of the maximum contact hours listed in Section Four.

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For purposes of this policy, financial exigency is any significant decline in the Board's financial resources that compels a reduction in the College's current operation budget.

Adopted: October 2011

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July 22, 2014  
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