

## **FACULTY WORKLOAD: ASSIGNMENTS AND SCHEDULES**

### **SECTION ONE: PURPOSE AND ALIGNMENT OF POLICY**

#### **1.01 Purpose**

The purpose of this local policy is to establish the faculty workload and to set parameters for course loads of full-time faculty members.

#### **1.02 Alignment**

Establishing the full-time faculty workload provides a basis for demonstrating that the College employs a sufficient number of faculty to fulfill teaching and institutional service responsibilities in keeping with state and regional accrediting body requirements.

### **SECTION TWO: TEACHING LOADS**

#### **2.01 Definition of Faculty Workload**

Workload is defined as the faculty teaching load and professional service rendered each term. The standard full-time faculty workload is 40 hours per week, including time spent teaching courses—in all modalities and through direct and indirect instruction—and in professional service.

#### **2.02 Standard Teaching Load**

Angelina College delivers most courses in 8-week terms. Therefore, the standard faculty teaching load will align with an 8-week schedule. Angelina College is a teaching institution focused on delivering quality course content. College faculty do not have the responsibility of writing grants, conducting formal research, or publishing research. Therefore, a 40-hour workweek aligns with the mission of the College.

The standard teaching load is 18 semester credit hours (SCH) for each long semester (fall and spring). Normally, faculty may teach nine (9) SCH per 8-week term. Faculty members will work with their school dean to ensure that eighteen (18) SCH are taught each long semester and thirty-six (36) SCH are taught each academic year. In the rare instance that a faculty member does not meet the standard teaching load, additional duties during the semester or a teaching assignment during an upcoming summer or mini term will be assigned by the school dean and approved by the Vice President of Academic Affairs.

Exceptions to the 18-SCH standard teaching load may be appropriate in certain cases based on the demand for instruction or to otherwise carry out the interests of the institution. If a school dean and a full-time instructor determine that a 15-SCH teaching load is appropriate to provide adequate instruction in a certain discipline, the school dean may submit a request to the Vice President of Academic Affairs to assign a 15-SCH teaching load to the instructor for the upcoming academic year. Such requests should be submitted each spring with the budget requests for the following academic year. Refer to Regulation EGA - “Grading and Awarding Credit” for credit hour definitions.

**2.02.1** A practicum or co-op of approximately 20 students equates to three credit

- 2.02.2** hours. If fewer than 20 students are enrolled, the instructor will be paid on a proportional basis per student. Clinical sections that have lower maximum enrollment limits required by third-party entities are not included in this category.
- 2.02.3** Courses not included in 2.02.1 that have fewer than 10 students enrolled will be paid on a proportional basis per student. Any exceptions require prior approval by the Vice President of Academic Affairs.
- 2.02.4** Private instruction: Three hours each week equals two credit hours as part of the load. ( 1 hr. private = 2/3 credit) Overload hours are paid at the approved rate on the salary schedule.
- 2.02.5** Accompanying: Two hours equals one credit hour.
- 2.02.6** Musical accompanying: Two equated credits.
- 2.02.7** At the recommendation of a school dean, the Vice President of Academic Affairs may approve a reduced teaching load to enable faculty to work on other special assignments and projects, including curriculum development. However, only one 3–4 SCH overload is allowed in such instances.

### **2.03 Maximum Teaching Load**

Full-time faculty who are requested to teach beyond the standard teaching load will be compensated at the adjunct pay rate for the additional credit hours. Faculty members may teach one overload course per 8-week term beyond the standard teaching load and up to two overload courses each long semester. Overload teaching assignments are assigned as needed and are not guaranteed. Full-time faculty will receive priority consideration for overload teaching assignments. No more than twenty-five (25) SCH per long semester may be taught by full-time faculty without prior approval by the Vice President of Academic Affairs. A request for a faculty member to teach more than 25 SCH must be submitted by the school dean for approval by the Vice President of Academic Affairs.

### **2.04 Teaching Loads in Shorter Terms**

Summer teaching load assignments may vary. Some are defined in agreement letters with the corresponding pay listed and others are assigned based on the needs of the College. The maximum summer teaching load normally allowed is 8 SCH per summer session, including two 4-SCH courses with labs, and 16 SCH for the entire summer. A request to teach additional hours must be submitted by the school dean to the Vice President of Academic Affairs. Add maximum teaching load for minimesters.

### **2.05 Adjunct Teaching Load**

Adjunct faculty may work no more than 19.5 clock hours per week, regardless of the type of work assignment (e.g., training, teaching a lecture or lab, etc.) or course modality. For teaching load purposes, TRS considers one credit hour to be equal to two clock hours in a

16-week semester. The calculation of allowed weekly clock hours for shorter term lengths will be adjusted accordingly. Supervisors should monitor an adjunct faculty member's total workload in all settings, including labs and clinicals, to ensure adherence to the weekly limit.

### **2.06 Noncredit Teaching Loads**

The instruction of noncredit courses shall also be subject to the overload guidelines listed in 2.03 and the adjunct load limits listed in 2.05. Communication for a faculty member to teach a course shall be initiated by the Assistant Vice President of Academic Affairs with the appropriate school dean.

### **2.06 Professional Service**

Full-time faculty are expected to engage in professional service each term to advance the mission and vision of Angelina College. Examples of professional service include, but are not limited to, curriculum design, development, and evaluation; teaching; identification and assessment of appropriate student learning outcomes; student advising; research, scholarship, and creative activity; professional development; and institutional and professional service.

### **2.07 Course Section Enrollment**

Monitoring course section enrollment is essential to ensure the success of students and faculty. The school dean should make an effort to distribute enrollment across all sections of a course before adjusting the enrollment limit on a section. Approval from the Vice President of Academic Affairs is required to exceed class sizes of 40 students.

## **SECTION THREE: IMPLEMENTATION AND REVIEW**

### **3.01 Responsible Person**

Faculty members serving on the Academic Affairs Standing Committee and the Faculty Forum are responsible for review of this policy. The Vice President of Academic Affairs is responsible for the implementation of this policy and may establish procedures to facilitate its implementation in the academic schools.

### **3.02 Communication to Constituents**

This policy shall be communicated to faculty during the faculty onboarding process. The dean of each academic school is also responsible for communicating this policy to faculty during the process of scheduling courses each year.

The College Marketing Office provides a hyperlink to all new or revised policies and regulations in the *Angelina College Policies & Procedures Manual* in the Weekly Update email to all employees.

**3.03 Timeline for Completion of Procedures**

The Vice President of Academic Affairs will approve and publish procedures for this policy within 30 days of its adoption and/or amendment by the Board of Trustees.

**3.04 Methodology for Monitoring Compliance and Reporting Results**

The school deans are responsible for ensuring compliance with this policy and for reporting cases of non-compliance to the Vice President of Academic Affairs.

**3.05 Schedule for Review**

This policy will be reviewed as needed by the Academic Affairs Standing Committee and the Faculty Forum.

The Vice President of Business Affairs is responsible for reviewing and updating this regulation. Policy reviews are made in accordance with the Office of Institutional Effectiveness Policy Tracking document.