

## **Title: Full-Time Faculty Teaching Load Policy and Procedure**

### Reference:

- Initial Action: **(Combines Full-Time Faculty Teaching Load (97-026) and the Flexible Scheduling Policy and Procedures (80-026))**
  - Board Resolution: 11-056
  - Last Revised:
    - Policy: 9/21/11
    - Procedure: 10/5/2022
  - Last Reviewed: 10/5/2022
  - Effective:
  - Next Review: 10/2025
  - Responsibility: Academic Programs
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### **Policy:**

Full-time teaching faculty members may fulfill their annual teaching obligation by teaching either 30 credit hours, or the equivalent of 30 credit hours as approved by the Chief Academic Officer or designee (for Nursing faculty, 225 contact hours represents 15 credit hours). The teaching load is to be distributed over the course of the academic year beginning with the summer semester and ending with the spring semester. Full-time teaching faculty members are not obliged to teach during the summer.

### **Procedure:**

Academic Senate and the appropriate Senate Standing Committee will review and provide feedback on this policy/procedure every three years or as needed.

1. During the entire summer session(s), a faculty member's teaching load should not exceed 8 credit hours, unless granted approval by the faculty's department chair and the Chief Academic Officer or designee.
2. In order to preserve academic quality, the total assigned load of a faculty member during the fall and spring semesters should not exceed 20 credit hours per semester, unless special or emergency circumstances call for a waiver of this limit by the Chief Academic Officer or designee.

Overload (teaching more than 15 credits during a fall or spring semester) is contingent upon satisfactory student and teaching evaluations. The intent of this procedure is to allow faculty to teach one extra course during the fall and spring semester while maintaining academic quality. Typically, faculty teach three (3) and four (4) credit courses; therefore, a limit of 20 credits would allow a faculty member to teach one extra course each semester.

Accelerated-degree course credits count toward the load in the semester the course starts.

Exceptions for teaching sessions outside normal session times (winter terms, etc.) are allowed in order to meet student needs.

3. The faculty member must teach 30 credit hours during the academic year beginning with the summer session and ending with the following spring semester. With the mutual consent of the faculty member, the Chief Academic Officer or designee, this workload may be altered in some instances to include alternative assignments. (See Alternative Assignment Policy.)
4. Any credit hours of instruction beyond the minimum for the academic year and within the session or semester maximum will be considered an overload and the faculty member will be compensated accordingly on the part-time salary scale or in accordance with the banked leave policy.
5. Flexible scheduling does not alter other obligations and responsibilities of full-time teaching faculty.
6. Faculty Convenience -  
Each semester that a faculty member teaches an overload, he or she must fill out the Salary Option form that specifies how he or she wants to allocate the overload credits (paid out, carried over to another semester, or banked).

While faculty have flexibility in the scheduling of their courses, student needs and academic quality take precedence.

7. College Convenience -  
Whenever a faculty member does not have a full teaching load of 15 credit hours in the combined summer/fall semester he/she may:
  - a. Teach with a reduced load and make up for it in the spring semester within the maximum load of 20 credit hours.
  - b. Be assigned other duties by the Chief Academic Officer or designee in lieu of teaching hours with the agreement of the faculty member.

Whenever a faculty member does not have a full teaching load of 15 credit hours in the spring semester he/she may:

- a. Use “accrued” credit hours from the previous summer session or fall semester.
- b. Be assigned other duties by the Chief Academic Officer or designee in lieu of teaching hours with the agreement of the faculty member.

Any exception to this policy must be approved by the CAO or designee.