

## 605.5.1 Full-time Faculty Workload Policy

### Purpose:

To establish a college-wide policy governing the assignment of workload for faculty with full-time positions in academic departments. The policy is designed to establish a consistent, transparent, and effective means to manage full-time faculty workload for meeting the needs of students and the college while promoting student learning and success.

### Policy:

Deans, in collaboration with assistant deans and faculty, will distribute courses within the division to serve the needs of student enrollment and demand. Faculty workload calculations are considered for the fall and spring semesters as reflected in faculty contracts. Deans and assistant deans are responsible for ensuring faculty course loads meet contract requirements. Summer sessions are not considered for workload unless used in extended contract periods.

Faculty workload includes a combination of duties as defined in the position description. Generally, workload includes a teaching assignment defined by the full load, prep time, release time, office hours used to support students, academic endeavors, and service to the college and community.

Full-time special appointment faculty will hold the title of Assistant Teaching Professor, probationary faculty will hold the title of Assistant Professor, and tenured faculty will hold the title of Associate Professor or Professor. The standard nine-month (academic year) teaching load for each faculty member is outlined below, specifying the assignment requirements necessary to meet a full load:

- Primary Lecture Course Loads: A full load is 15 credits per semester if the position is designated as teaching lecture courses for a total of 30 credits for the academic year.
- Primary Lecture & Lab Combination Course Loads: A full load is 17 contact hours per semester if the position is designated as teaching a combination of lecture and lab courses for a total of 34 contact hours for the academic year.
- Primary Extended Lab Course Loads: A full load is 25 contact hours per semester if the position is designated as teaching a combination of courses scheduled for extended times within a lab or shop environment for a total of 50 contact hours for the academic year.

Faculty contracts may be extended beyond the standard nine-month (academic year) appointment to support additional instructional terms, program needs, or institutional priorities. Extended contracts include the regular academic year workload expectations plus a designated number of additional workdays. These days may occur during the summer term,

during academic year breaks, or at other times as scheduled in consultation with the faculty member's supervisor.

Faculty on extended contracts will receive proportionate additional compensation and may be eligible for additional paid holidays and discretionary days, as determined by the length of the extension. Scheduling of discretionary days must be approved in advance by the supervisor to ensure continuity of instruction and college operations. Examples of extended contract structures include:

- 9-month + 4 weeks (186 days) – Reserved for program or instructional needs requiring approximately four additional weeks of work beyond the academic year.
- 9-month + 6 weeks (193 days) – Supports a six-week summer term and includes one additional holiday (Memorial Day) plus six discretionary days scheduled with the supervisor.
- 9-month + 12 weeks (216 days) – Supports a twelve-week summer term, requiring approximately 50 additional workdays scheduled between summer months and off-contract days during the academic year.
- 12-month (238 days) – Includes the full academic year plus summer term responsibilities, two additional holidays (Memorial Day and Independence Day), six days off before the fall term, and seven discretionary days scheduled with the supervisor.

The College reserves the right to adjust extended contract terms annually based on program enrollment, funding availability, and institutional needs.

Faculty may have an overload assignment not to exceed two classes or 6 credits/contact hours of the assigned full load. In unique circumstances, overload may extend beyond these levels but only with prior approval by faculty, Academic Dean, and the Vice President for Academic Affairs. Faculty members are not obligated to accept overload. Priority will be given to full-time faculty when assigning courses, including overload. Academic Deans should distribute overload as evenly as possible across full-time faculty within a similar discipline. At the designated reporting date, Academic Deans will provide the Vice President for Academic Affairs a complete listing of overload assignments to be shared with Human Resources and the Chief Financial Officer.

#### **Definitions:**

- **Academic Year** – The academic year for workload purposes consists of the fall and spring semester. Summer sessions are not considered for workload unless used in extended contract periods.
- **Assistant Professor** – Rank granted to faculty in Probationary Appointments at the time of hire.
- **Associate Professor** – Rank granted to faculty in Tenure Appointments after the completion of a probationary period, usually six years.

- **Assistant Teaching Professor**- Rank granted to Special Appointments at time of hire.
- **Primary Extended Lab Course Loads** – A teaching load comprised of extended period, or block period coursework typically used in shop or field work settings.
- **Contact Hour** – A 50-minute or equivalent instructional period that faculty are scheduled to spend with students in a particular course. These will include lecture and lab hours.
- **Credit Hour** – The 50-minute or equivalent instructional period assigned to a student's successful completion of a course.
- **Full Load** – The collection of credits or contact hours or release hours designed for each faculty member's annual contracted teaching assignment.
- **Faculty** – Individuals who provide instruction and related activities for courses providing academic credit. This category includes probationary, tenure, and special appointment positions. Faculty positions are exempt employees under the Fair Labor and Standards Act.
- **Primary Lecture Course Loads** – A teaching load comprised of lecture-delivered courses.
- **Primary Lecture & Lab Combination Course Loads** – A teaching load comprised of a combination of lecture courses and laboratory courses.
- **Primary Extended Lab Course Loads** – A teaching load comprised of extended period, or block period coursework typically used in shop or field work settings.
- **Professor** – Rank granted to Tenure Appointments faculty after the successful completion of a full professor application and review, usually a minimum of 12 years of service.

### **History of This Policy:**

First policy draft by the Workload Process Improvement Team. Approved by the President's Cabinet on February 8, 2000. Policy effective in the summer of 2000. Revisions – January 13, 2004; November 29, 2006; May 10, 2007; June 26, 2008; March 8, 2011; January 18, 2017.

Reviewed by Campus Council on August 20, 2025, and reviewed by the Executive Council on September 5, 2025, and approved by the President on September 9, 2025.