



## 605.5.1 Full-Time Faculty Workload Policy Procedure

### Purpose:

The procedure is designed to establish an equitable and effective means to manage full-time faculty workload for meeting the needs of students and the college while promoting student learning and success. Faculty workload assignments shall follow the parameters outlined in BSC Policy [605.5.1 – Full-Time Faculty Workload Policy](#), as verified and approved by the Academic Dean prior to contract issuance.

### Procedure:

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.

Academic deans and assistant deans will seek input from faculty to develop an annual course schedule. The scheduling process for the next academic year typically begins in **November**.

Draft faculty schedules for the upcoming academic year shall be distributed to full-time faculty by the **second week of January**, using an Excel format created by the division. Each draft will be sent individually to faculty members, who will provide written feedback to their dean or assistant dean.

Faculty input regarding schedule and course load adjustments shall be reviewed and discussed prior to finalizing schedules for publication in Campus Connection. After schedules are live, adjustments may continue in collaboration with faculty to address course needs such as low enrollment, instructor changes, or the addition of course sections.

A faculty course listing (FCL) will be provided to all full-time faculty at the time of hire and by the **last day of the spring semester** prior to the start of the following academic year.

Full-time faculty employment contracts will be provided each year and will include the assigned load, faculty appointment classification, faculty position description, and other annual conditions of employment.

When a faculty member's contract is extended beyond the standard nine-month appointment, the additional days, holidays, and discretionary days will be scheduled in consultation with the faculty member's supervisor. These terms will be documented in the annual employment contract and must align with program needs and institutional priorities.



Overload contracts will be distributed to ensure approval signatures can be acquired on or before the course start date.

### **Designation of Faculty Load Type**

Faculty load designations (Primary Lecture, Primary Lecture & Lab Combination, or Primary Lab) are determined by the nature of the majority of assigned instructional responsibilities. The contract assignment for the academic year (AY) will be based on the load type that represents 50% or more of the total credit or contact hours assigned across both fall and spring semesters.

If a faculty member's assignment includes both lecture and lecture/lab combination courses across semesters, the academic year total shall determine the contractual designation. Load designations will not change between fall and spring semesters except in rare and documented circumstances approved by Vice President of Academic Affairs (VPAA), as faculty compensation and workload expectations are established for the full academic year.

### **Consistency and Credit Hour Alignment**

Faculty compensation and credit hour production are aligned with the established load designation for the academic year.

- Faculty on a **15-credit-hour load** are compensated based on credit hours; contact hours do not apply.
- Faculty on a **17-contact-hour load** are compensated based on contact hours; credit hours do not apply.

### **Course Definitions Used to Determine Full Load Calculations**

The following are course definitions that will be used to determine full load calculations:

- Lab – A method of instruction with the assignment of credit(s) to the course. Typically, the number of contact hours is larger than the credits assigned to the course.
- Studio Course – A method of direct instruction in which faculty are continually and actively presenting and evaluating student artistic performance.
- Extended Lab Course -- A method of direct instruction in which faculty are continually and actively presenting content within a lab or shop environment.
- Co-op Course – A course where students alternate between work experience and classroom learning. Students earn academic credit, typically with 45-60 hours of work equating to one credit hour.
- Clinical Instruction – A method of direct instruction in which students provide direct patient care within a health-related setting.



- Lecture – A method of direct instruction in which faculty primarily give a discourse, instruction, and engages active learning exercises within a class.

#### Course Definitions Not Typically Used to Determine Full Load Calculations

The following are course definitions that will not typically be used to determine full load calculations. These courses may be used to fill full load requirements for a faculty member in collaboration with deans, assistant deans, and faculty members.

- Internship – An internship provides students with real-world experience in business and industry as the student explores careers or gains experience in chosen fields of study. The work experience must be directly related to the discipline under which the credits are to be awarded.
- Independent Study – An independent study is one designed jointly by the student and faculty member to address an advanced topic of particular interest to the student and in the instructor's field of expertise.
- Music Lessons – A method of direct instruction where faculty lead discipline-specific students in practice, performances, or musical critiques.
- Dual Credit Course – A course a student enrolls in to receive both college and high school credit.

#### History of This Policy Procedure:

Reviewed by the Policy Team on January 9, 2026, and reviewed by the Executive Council on January 9, 2026, and approved by the President on January 12, 2026.