



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.

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 when requested by the Vice President for Academic Affairs. A faculty course listing will be provided to all full-time faculty at the time of hire and prior to the start of each academic year. Faculty input for schedule and course load changes will be submitted and discussed with deans and assistant deans before the schedules become available to students in Campus Connection. Adjustments to schedules may be made with faculty collaboration after schedules become available to students due to course needs such as low enrollment or adding sections.

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.

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.

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:

First policy procedure:

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.