NEW RIVER COMMUNITY & TECHNICAL COLLEGE

TITLE: FACULTY INSTRUCTIONAL WORKLOAD

DEFINITION

The term “full-time faculty” refers to employment as a faculty member for consecutive fall and spring semesters.

INSTRUCTIONAL LOAD

1.1 Full-time teaching faculty will maintain a fifteen credit hour teaching load per semester or a thirty credit hour teaching load per academic year and will schedule ten office hours per week. The actual credit hour load may range from 12 to 18 credit hours per semester, for an average workload of 30 credit hours per academic year.

When the determination is by contact hour, the instructional workload average is 20 contact hours per week for 15 weeks per semester and 30 weeks per academic year. The range of contact hours may vary per week from 16 to 24 contact hours for courses scheduled over 15 weeks or 240 to 360 contact hours per semester.

Independent Study sections are not calculated into the teaching workload unless approved by the Chief Academic Officer.

Full-time faculty will attend required departmental and college meetings and participate in course and program development, planning and evaluation, outcome assessment, student advising, overall student retention activities and graduation ceremonies.

1.2 Faculty workload shall be calculated in terms of credit hours taught for lecture and contact hours for laboratory courses. Each lecture hour shall equate to one (1) credit hour and one (1) contact hour. Each laboratory hour shall equate to one-half (1/2) credit hour and one (1) contact hour. For example, a laboratory class which meets two (2) hours each week would count as two (2) contact hours.

Section sizes should be appropriate to the discipline and to the space available, and the number of preparations should generally be no more than five (5) sections. Should the section size exceed the recommended number of students, usually another section of the course will be created. Two (2) or more sections of the same course count as one (1) course preparation. Courses with a laboratory component are considered as two (2) separate course preparations. No more than five (5) course preparations will be assigned to faculty.
If faculty are scheduled to teach at another location, they will be provided fuel reimbursement and/or use of a state vehicle. If a state vehicle is not available, the faculty member will be reimbursed for vehicle expense per NRCTC’s Travel Policy. If appropriate, the college may rent a car for such situations.

1.3 Reassigned time and/or course release time may be awarded for faculty instructional load to include coordinator and/or administrative equivalencies. Reassigned time can be awarded for special projects when approved by the Chief Academic Officer or the President. A faculty whose teaching load is restricted by specialized accreditation standards will work with the Chief Academic Officer for an appropriate work schedule which may include additional office hours.

A request for reassigned time will be submitted during the semester preceding the activities for review and approval. Requests provided to the Chief Academic Officer and the President should include a detailed list of outcomes expected to be attained through implementation of activities, as well as a summary report of outcomes accomplished at the conclusion of the semester that are beneficial to the college.

1.4 Summer school instructional load is voluntary and should usually be limited to six (6) credit hours per session. Full-time faculty will be paid at the part-time pay rate in effect during the summer session.

RELATED POLICIES:

RESPONSIBLE PERSON: Chief Academic Officer

President ____________________________ Date ____________________________