

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

PROCEDURE NO. 43

TITLE: Faculty Workload

EFFECTIVE DATE: August 1, 2016

REPEALS/REPLACES: New River CTC Policy E.300 Assignment of Faculty to Teach Summer Courses, New River CTC B.1200 Faculty Instructional Workload

PROCEDURE

1. PURPOSE

To provide guidelines for establishing faculty workload, overload, course load standards, assignments, and contract terms in compliance with WV Council for Community and Technical College Education Series 45 Community and Technical College Faculty Instructional Workload.

2. SCOPE AND APPLICABILITY

This procedure applies to all full-time and part-time faculty. This does not apply to adjunct faculty members.

3. DEFINITIONS

A. Period of Appointment Letters

- i. **Nine-month faculty:** full-time or part-time faculty members with letters of appointments equal to 9 months.
- ii. **Eleven-month faculty:** full-time or part-time faculty members with letters of appointments equal to 11 months.
- iii. **Twelve-month faculty:** full-time or part-time faculty members with letters of appointments equal to 12 months.

B. Classification of Faculty

- i. Faculty have several classifications including tenured, tenure-track, clinical track, librarian-track, term, instructional specialist, and non-tenured track as set forth in New River CTC Policy 19 and WVCTCS Series 9. Due to the unique characteristics of the Instructional Specialist classification the definition is as follows:

1. **Instructional Specialist:** full-time faculty members who have been appointed minimally on a nine-month basis and an hourly workload. In addition to teaching, instructional specialists are responsible for various academic support activities. Instructional Specialists can be assigned courses in academic credit and non-academic workforce programs.

- C. **Credit Hour:** (*Definition from New River CTC Procedure 30*) In accordance with federal regulations, New River Community and Technical College defines a credit

hour as the amount of work represented in desired learning outcomes and verified by evidence of student achievement that is the equivalent of either of the following:

- Not less than one Carnegie unit (50 minutes) of direct faculty instruction and a minimum of two hours of work performed by the student each week for each one hour of academic credit in 15 weeks (semester); or the equivalent amount of instruction and student work over a different time period; this amounts to 750 minutes (or 12.5 clock hours) of direct faculty instruction and 1500 minutes (or 25 clock hours) of student work for each credit hour awarded; OR
- D. **Contact hour:** At least an equivalent amount of direct instruction and student work as outlined above for other academic and non-academic workforce activities including: laboratory work, practicums and clinical rotations, internships, externships, studio work, workforce or other forms of instruction.
- E. **Workforce:** Instruction that is for academic credit or not for academic credit including technical education programs, continuing education, and community education.

4. PROCEDURES

The distribution of a faculty member's comprehensive assignment will vary in accordance with department, division, and/or regional needs and faculty expertise. Decisions regarding course assignments, teaching locations, and schedules are determined by administration after review of faculty credentials, data related to student needs, and regional and state employment forecasts. All faculty are required to engage in teaching, advising, institutional support, community service, and professional development; however, this procedure does not mandate any particular balance among these categories. Instructional Loads should be determined giving consideration to program enrollment, requirements from external agencies, accreditation activities, administrative responsibilities, sections delivered, number of concentrations, number of part-time faculty, and other duties assigned. Each faculty member's load must be approved by the Dean, the Vice President of Academics, and/or the President.

A. Instructional Load

i. Transfer and Pre-professional Faculty

1. Full-time transfer and pre-professional faculty will maintain a 12-18 credit hour teaching load per semester with an aggregate of a 30 credit hour teaching load per academic year and will maintain office hours each week as set forth in this procedure.
2. Lab, Clinical, and Studio Transfer and Pre-professional Faculty
 - a. The full load will be a weekly contact average of 20 to 24 hours. For full-time faculty teaching in programs with a 60 minute clinical contact hour format (contrasted to the standard 50 minute/contact hour basis) and with loading based on contact hours, the full load will be a weekly contact average of 18-22 hours. No transfer and pre-professional faculty load shall exceed 24 average contact hours.

- ii. Technical, Workforce, Continuing and Community Education (Instructional Specialist Faculty)
 - 1. Full-time instructional specialist faculty will maintain at least 37.5 work hours per week and will maintain office hours each week as set forth in this procedure.
 - 2. Full-time instructional specialist faculty will maintain between 22-26 credit/contact hours per semester with an aggregate of 48 credit/contact hour teaching load per academic year. Office hours will be based on the teaching plan and the number of credit hours assigned, utilizing the ratio of two office hours for every 3 credit hour classes. Technical, continuing and community education classes without credit hours will not require office hours.

B. Office Hours

- i. Transfer and Pre-professional faculty are required to maintain at least 10 posted office hours each week spread over at least three days. When the need arises, faculty must be available for student conferences by a mutual appointment. An office hour represents time regularly scheduled for the purpose of consultation with students and other activities pertinent to instruction. Student educational needs shall take precedence over other factors when an individual faculty member determines his/her office hours each semester. No faculty member shall schedule office hours before 7:30 a.m. or 60 minutes after their last scheduled class if after 8:00 p.m. Faculty may conduct office hours using technology, but no more than four (4) office hours a week may be conducted online using technology. The ratio of weekly scheduled campus office to online office hours using technology **cannot exceed** the number of online courses using **more than 50 percent of non-campus instruction**. For example, a faculty member teaching six credits (two courses) online and nine credits (three courses) on campus must have at least eight office hours on campus for not only student contact but also advising and collaborations with College employees—faculty, staff, and administration.
- ii. Office hours must include times convenient for students including evenings after 4:00 p.m., daytime hours and use of technology based on the faculty members' teaching hours, course modality, and needs of students.
- iii. In no circumstance should all offices hours be set for online or using technology.

C. Class Size

- i. Minimum Class Size
 - 1. The minimum class size is established based on the subject matter, safety, equipment, accreditation standards for specialized programs and physical space. The minimum class size is normally ten but is subject to change based on an administrative decision, funding, and other factors determined by the Vice President for Academic Affairs and/or President.

Exceptions to the minimum class size may be determined as

follows:

- a. If the course is (1) part of the workload for full-time faculty, (2) is required within a program, and (3) only offered once a year, it may be taught with a reduced number of students.
 - b. If the course is offered through a new College initiative--(1) starting a new instructional program or (2) establishing or enhancing offerings at a new location, it may be taught with a reduced number of students.
 - c. If the course is a specialized course requested by outside companies or agencies, it may be taught with a reduced number of students.
 - d. If the course is an overload assignment and has a class size of less than ten, the faculty member may choose to teach the class on a prorated basis. Unless there is mutual agreement between the faculty member and Dean to offer the class, the class will be canceled by the Dean and no overload payment shall be made.
 - e. If the course is scheduled based on a determination of the Dean or Vice President for Academic Affairs, it may be taught with a reduced number of students.
- ii. Maximum Class Size
 1. The maximum class size will in no case exceed the seats, computer workstations, or individual laboratory stations. The safety conditions for specialized and workforce programs must adhere to guidelines and specialized accreditations standards.
 2. The maximum class size will otherwise be determined by the Dean and/or Vice President for Academic Affairs.
 3. Overload of seats will only be allowed by approval of the Dean in consultation with the faculty member teaching the course.
 - iii. Directed Independent Studies (DIR)
 1. A DIR is a course having a maximum of three (3) students. If the student count in the course is over three (3), the course is not a DIR and may count when calculating faculty workload.

D. Course Preparations

- i. Faculty will have no more than five (5) course preparations. Course(s) taught as an adjunct or overload are not included in the maximum preparation restriction. Two or more sections of the same course regardless of modality count as one preparation. Courses with a separate laboratory course are considered as two separate course preparations.
- ii. Specialized programs that are accredited by an external body will be based on accreditation standards.

E. Multiple Campus Travel

- i. Unless hired for multiple locations, faculty scheduled to teach at a location other than their identified home campus, will be provided use of the state vehicle, rental, or personal vehicle reimbursement based on the least expensive mode of transportation.

- ii. Faculty not meeting workload requirements on their identified home campus and online course offerings, may be required to travel to other locations.
- iii. Exceptions may be made to travel reimbursement if approved by the Dean, Vice President for Academic Affairs, and/or President.
- iv. Travel reimbursement is set forth by the State of West Virginia, Higher Education, and New River CTC policies and procedures.

F. Additional Faculty Responsibilities

Full-time faculty responsibilities include teaching, advising, institutional support, community service, and professional development. All faculty are required to teach their assigned courses and fulfill all other faculty appointment obligations consistent with the procedures. Faculty are obligated to the on-campus and off-campus time necessary to meet their professional responsibilities for courses, laboratories, office hours, meetings, committees, task forces, institutional service and other assignments during their period of appointment.

All full-time faculty are required to:

- i. Attend and participate in departmental and College meetings,
- ii. Attend and participate in in-service and professional development activities,
- iii. Participate in course and program development,
- iv. Participate in planning and evaluation,
- v. Complete and submit outcome assessments,
- vi. Advise students or other equivalent duties as assigned by the Dean or Vice President for Academic Affairs,
- vii. Support overall student recruitment and retention activities, and
- viii. Attend convocation and graduation ceremonies.

G. Release Time or Reassignment of Duties

- i. Reassigned time and/or course release time may be awarded for faculty instructional load to include coordinator and/or administrative equivalencies. Reassigned time may be awarded for special projects when approved by the Vice President for Academic Affairs or the President. A faculty member whose teaching load is restricted by specialized accreditation standards will work with the Vice President for Academic Affairs to determine an appropriate work schedule which may include additional office hours.
- ii. A request for reassigned time will be submitted during the semester preceding the activities for review and approval. Requests provided to the Vice President for Academic Affairs and/or the President should include a detailed list of outcomes or job description.

H. Faculty Overload Standards

There is no expectation that any faculty member be offered an overload course(s). However, full-time faculty members may volunteer to do so. The Department Chair or Dean shall, in advance of each semester, solicit volunteers of qualified full-time faculty to teach available courses on an overload basis. With the approval of the Dean and with the agreement of the faculty member, full-time

faculty may teach the equivalent of three (3) three-credit-hour courses or two (2) three-credit-hour courses and one additional lab, clinical, studio, etc. as an overload per semester. The maximum overload for a full-time faculty member is nine (9) credit hours or ten (10) credit hours with labs. Overloads will be determined once the faculty member has met their full-time load including the minimum class size. Overloads will not be granted until all full-time faculty members receive a full teaching load including minimum class size.

i. Overloads will be based upon the following conditions:

1. Overload courses must be scheduled outside the faculty member's assigned workload and may not interfere with the faculty member's regular load, office hours, and/or institutional service.
2. Compensation for an overload will be paid on an adjunct faculty contract at the adjunct rate of pay. Low enrollment courses taught as overload will be paid as set forth for adjunct faculty members.
3. All qualified full-time faculty are notified of a possible overload course(s) before qualified employees within the institution or qualified adjunct instructors are offered the possibility of an adjunct contract(s).
4. Available overload(s) are offered to full-time qualified faculty within their departments. To ensure that overloads are distributed equitably, faculty with the most seniority will be assigned at least one overload prior to less senior faculty members.

ii. Any faculty member that has one or more low enrollment courses (as defined in Section C. Class Size) in a given semester may be assigned more than thirty credit hours per academic year to compensate for the low enrollment course(s) without being paid for an overload, or classes will be combined to produce appropriate student enrollments. However the course preparations (as defined in Section D. Course Preparations) cannot be violated.

iii. In every case qualified full-time faculty without a full teaching load will take priority over any overload offering(s) for another faculty or adjunct instructor.

iv. Courses needing added/deleted/changed one week or less prior to classes beginning, will be filled as best determined by the Dean(s), Vice President for Academic Affairs and/or President.

I. Summer Term(s) and Intersession(s)

i. Summer school and intersession instructional load is voluntary and limited to six (6) credit hours per session unless a lab course is a co-requisite for a course scheduled to be taught or the course is a four (4) credit course in the catalog. At no time will faculty or adjunct instructors exceed eight (8) credit hours per summer session or four (4) credit hours per intersession.

ii. Faculty will be offered summer and intersession courses based upon the following:

1. All qualified full-time faculty are notified of a possible overload course(s) before qualified employees within the institution or qualified adjunct instructors are offered the possibility of an adjunct contract(s).

2. Available overload(s) are offered to full-time qualified faculty within their departments. To ensure that overloads are distributed equitably, faculty with the most seniority will be assigned at least one overload prior to less senior faculty members.
3. Full-time faculty will be paid at the adjunct faculty rate in effect during the summer session including low enrollment rates of pay and be considered adjunct instructors with no additional non-classroom responsibilities not expected by all other adjunct.
4. Courses needing added/deleted/changed one week or less prior to classes beginning, will be filled as best determined by the Dean(s), Vice President for Academic Affairs and/or President.

RELATED POLICIES AND/OR PROCEDURES: WVCTCS Series 9 Academic Freedom, Professional Responsibilities, Promotion and Tenure, WVCTCS Series 45 Community and Technical College Faculty Instructional Workload, New River CTC Board of Governors Policy 19 Academic Freedom, Professional Responsibilities, Promotion and Tenure, New River CTC Board of Governors Policy 32 Community and Technical College Faculty Instructional Load, New River CTC Procedure 32 Directed Independent Study, New River CTC Procedure 30 Definition of Credit Hour

RESPONSIBLE OFFICES: Academic Affairs, President

Approved by: President's Cabinet, President's Extended Cabinet