

New River Policy



POLICY NAME	Faculty Workload		PROCEDURE NO.	43	
RESPONSIBLE OFFICE	Academic Affairs, Faculty Senate	EFFECTIVE DATE	August 1, 2016	DATE APPROVED	April 5, 2022
DATE OF LAST REVISION	April 5, 2022	DATE OF NEXT REVIEW	April 5, 2027		

SCOPE

This policy applies to the workload assigned to all full-time and adjunct faculty.

Compliance – Legislative Rule

West Virginia Higher Education Policy Commission Procedural Rule, Title 135, Series 45 Community and Technical College Faculty Instructional Load
West Virginia Code §18B-1-6

POLICY STATEMENT

All faculty are expected to meet their contractual obligations as defined in this policy.

The College shall have current published procedures for determining faculty workload as well as overload and alternate time assignments.

PURPOSE

To define equitable faculty workloads for full-time and adjunct faculty. This policy is intended to serve the best interests of students, faculty and staff by providing a quality working and learning environment.

GENERAL PROVISIONS

The full-time instructional load for community and technical college faculty in West Virginia is to be fifteen credit hours or the equivalent per semester. A faculty load may consist of credit and non-credit instruction as part of the primary instructional load.

TERMS AND DEFINITIONS

TERM	DEFINITION
Credit Hour	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: <ol style="list-style-type: none"> 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 fifteen weeks (semester), or the equivalent amount of instruction and student work over a different time period, amounting 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,

	<p>2. At least an equivalent amount of direct instruction and student work as outlined above for other academic activities leading to the award of academic credit, including:</p> <ol style="list-style-type: none"> a. laboratory work, b. practicums and clinical rotations, c. internships, d. studio work, and e. the like.
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.
Faculty Classification	Faculty have several classifications including tenured, tenure-track, clinical track, librarian-track, term, instructional specialist, and non-tenured track as set forth in BOG 4.1 Academic Freedom, Professional Responsibility, Promotion and Tenure
Nine-month faculty	Full-time faculty members with letters of appointment equal to nine months. Nine-month letters of appointment begin in mid-August and end in mid-May. Letters of re-appointments must be issued by May 15.
Twelve-month faculty	Full-time faculty members with letters of appointments equal to 12 months. Twelve-month letters of appointment begin July 1 and end June 30. Letters of re-appointment for twelve-months must be issued by June 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.
Workforce Education	Instruction that is not for academic credit including technical education programs, continuing education, and community education.
Adjunct Faculty	Part-time faculty are offered an appointment letter per semester with a teaching load not to exceed 6 credit hours per semester unless 9 hours are approved by the president for an emergency situation.
Department Chair	Faculty member elected by department faculty and approved by the Vice President for Academic and Student Affairs to serve an annual appointment for a term of 10 months. Department Chairs act as a liaison between faculty and administration. A Department Chair may choose to be compensated each semester with a stipend or with three hours of release time. A separate appointment letter is extended to department chairs issued by May 15 with a term to run from August 1 to May 30.
Program Director	Faculty member selected to supervise and manage the human and material resources of a program and ensure compliance with accreditation standards. Program directors split duties between teaching and program oversight depending on each program's unique needs. A separate appointment letter is extended to program directors issued July 1 for 12 months.
Lab, Clinical, and Extra Help	Hourly support staff that assist the instructor of record on an as needed basis.
Course preparation	Time spent developing course content including lesson plans, materials and assessments. Two or more sections of the same course regardless of modality count as one preparation. Courses with separate course numbers are separate preparations unless the courses are cross listed.
Office hour	Time regularly scheduled for the purpose of consultation with students and other activities pertinent to instruction.

Course	A course is a unique component of an academic program that has student learning outcomes and is assigned a certain number of credit hours based on the amount of time and effort a student is expected to spend on it. Student learning outcomes for each course must be consistent regardless of how it is being taught or who is teaching it.
Class	A class is an offering of a course and is assigned a meeting time/day, instructor, classroom, or online link where students are expected to report. There may be multiple class sections of the same course being offered during a given semester.
Class size	Number of students enrolled in the class as of the end of the add/drop period.
Low enrollment class	Classes with fewer than six students as of the end of the add/drop period.
Enhanced course	Courses with two to three additional instruction hours based on placement testing.

SECTION 1: CREDIT HOUR PROCEDURE

1. The definition of a credit hour and award of commensurate academic credit applies to all modes of delivery including, but not limited to, traditional in-seat, online, and hybrid.
2. The expectation of contact time and student effort is the same in all formats of a course whether it be fully online, a hybrid of face-to-face contact with some content delivered by electronic means, or one delivered in lecture format. Courses that have less structured classroom schedules, such as directed independent studies, internships, externships, practicums and clinical rotations, studio work, or any other academic work leading to the award of credit hours, at a minimum, should clearly document learning objectives and expected outcomes and workload expectations that meet the standards set forth above.
3. The faculty of each academic department are individually and collectively responsible for ensuring that credit hours are awarded only for work that meets the minimum requirements. This means that each faculty member is responsible for ensuring that all class sessions meet in accordance with the time requirements of the published course schedule or, in the case of online or blended delivery, the amount of time spent in direct instruction adheres to the standards set forth in this procedure. In addition, each faculty member is responsible for ensuring that the assignments delineated in his/her syllabi reasonably fulfill the requirements for student effort in accordance with this procedure.
4. The schedule of academic course offerings will delineate a minimum of 750 minutes of instructional time per credit hour to be awarded; thus, for a standard 3-credit hour course, a total of 2,250 minutes of instruction, excluding final examination time, must be accounted for in the schedule. The calculation for instructional time during summer sessions or any session of a lesser duration than 15 weeks must adhere to the same standard of 750 minutes of instruction per credit hour which will result in longer class meeting times over the course of any term that meets for less than 15 weeks.
5. While some assignments may exceed the two hours of work per hour of instructional time, others may be less. However, the syllabus for each course in the curriculum must clearly identify how students are expected to show engagement overall in the performance of work necessary to fulfill the required two hours of work per hour of instructional time each week. It should be noted that the administration of tests and quizzes in the classroom setting does not constitute direct instructional time, but can constitute student effort/participation time.

6. Syllabi will be reviewed for compliance by the Department Chairs, Academic Deans, and Vice President for Academic and Student Affairs on a regular basis.
7. Non-credit hours may be converted to credit hours based on WV Council for Community and Technical College Education guidelines with approval by the Vice President for Academic and Student Affairs.

SECTION 2: WORKLOAD PROCEDURE

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 Academic and Student Affairs, and/or the President.

1. Instructional Load

1.1 Transfer

- 1.1.1 Nine-month full-time 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.
- 1.1.2 Enhanced English and mathematic courses generate four hours per course, faculty load for enhanced courses will be calculated based on five credit hours per course.

1.2 Pre-professional Faculty

1.2.1 Lab, Clinical, and Studio Transfer and Pre-professional Faculty

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 faculty load shall exceed 24 average contact hours.

1.3 Instructional Specialist Faculty

- 1.3.1 Full-time instructional specialist faculty will maintain at least 37.5 work hours per week.
- 1.3.2 Full-time instructional specialist faculty will maintain between 22-26 contact hours per semester with an aggregate of 48 contact hour teaching load per academic year. Office hours are integrated throughout student contact hours during the 6-hour instructional day and by appointment.

2. Office Hours

- 2.1 Transfer and Pre-professional faculty are required to maintain at least 8 posted office hours each week spread over at least three days. When the need arises, faculty must be available for student conferences at a mutually agreed upon time. 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 a faculty member schedules their office hours each semester.
- 2.2 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 member's teaching hours, course modality and needs of students.
- 2.3 Faculty may conduct office hours that reflect the modality used in each course as long at least half of the office hours are on campus and in person.

3. Class Size

- 3.1 **Minimum class size**
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 six but is subject to change based on an administrative decision, funding, and other factors determined by the Vice President for Academic and Student Affairs and/or President.
- 3.2 The class size is determined at the end of the add/drop period.
- 3.3 Exceptions to the minimum class size may be determined as follows:
 - 3.3.1 If the class is required within a program, and only offered once a year, the class may be taught with a reduced number of students as part of the faculty member's required teaching load.
 - 3.3.2 A class offered through a new College initiative starting a new instructional program or establishing or enhancing offerings at a new location, may be taught with a reduced number of students.
 - 3.3.3 A specialized class requested by outside companies or agencies, may be taught with a reduced number of students.
 - 3.3.4 When a class is an overload assignment and has a size of less than six students, the faculty member may choose to teach the class on a pro-rated basis based on the number of students. Unless there is mutual agreement between the faculty member and Dean to offer the class, it will be canceled by the Dean and no overload payment shall be made.
 - 3.3.5 If the class is scheduled based on a determination of the Dean or Vice President for Academic and Student Affairs, the class may be taught with a reduced number of students.
- 3.4 **Maximum Size**
 - 3.4.1 The maximum size will in no case exceed the seats, computer workstations, or individual laboratory stations. The safety conditions for specialized and technical/workforce programs must adhere to guidelines and specialized accreditations standards.
 - 3.4.2 The maximum class size will otherwise not exceed 24 students per class.
 - 3.4.3 Overload of seats will only be allowed by approval of the Dean in consultation with the faculty member teaching the course.

4. Course Preparations

- 4.1 Faculty will have no more than five (5) course preparations per semester. Course(s) taught as an adjunct or overload appointment 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 separate course numbers are considered as two separate course preparations unless the courses are cross-listed.
- 4.2 Specialized programs that are accredited by an external body will follow accreditation standards.

5. Multiple Locations and Travel

- 5.1 Faculty scheduled to teach at multiple locations, will be provided use of the state vehicle, rental, or personal vehicle reimbursement based on the least expensive mode of transportation.
- 5.2 Faculty not meeting workload requirements on their identified home campus and online course offerings, may be required to travel to other locations.
- 5.3 Exceptions may be made to travel reimbursement if approved by the Dean, Vice President for Academic and Student Affairs, and/or President.
- 5.4 Travel reimbursement is set forth by the State of West Virginia, Higher Education, and New River CTC policies and procedures.

6. 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 responsibilities above. 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:

- 6.1.1 Attend and participate in departmental and College meetings,
- 6.1.2 Attend and participate in in-service and professional development activities,
- 6.1.3 Participate in course and program development,
- 6.1.4 Participate in planning and evaluation,
- 6.1.5 Complete and submit outcome assessments,
- 6.1.6 Advise students or other equivalent duties as assigned by the Dean or Vice President for Academic and Student Affairs,
- 6.1.7 Support overall student recruitment and retention activities, and
- 6.1.8 Attend faculty/staff institutes and graduation ceremonies.

7. Release time or Reassignment of Duties

- 7.1 Reassigned time and/or course release time may be awarded for faculty instructional load to include coordinator, program director and/or administrative equivalencies. Reassigned time may be awarded for special projects when approved by the Vice President for Academic and Student Affairs or the President. A faculty member whose teaching load is restricted by specialized accreditation standards will work with the Vice President for Academic and Student Affairs to determine an appropriate work schedule which may include additional office hours.
- 7.2 Department chairs are expected to serve a 10-month term; they must be compensated for the additional time with a stipend or receive three (3) credit hours release time per fall and spring semesters.
- 7.3 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 and Student Affairs and/or the President must include a detailed list of outcomes or job description.

8. Faculty Overload

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) 3-credit-hour courses or two (2) 3-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 or clinicals. 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.

- 8.1 Overloads assignments will be based upon the following conditions:
 - 8.1.1 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.
 - 8.1.2 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.
 - 8.1.3 All qualified full-time faculty are notified of a possible overload course(s) before qualified adjunct instructors are offered the possibility of an adjunct contract(s).
 - 8.1.4 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.

- 8.1.4.1 Any faculty member that has one or more low enrollment courses (as defined in Section 4C. 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 4D. Course Preparations) cannot be violated.
- 8.1.4.2 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.
- 8.1.4.3 Courses needing to be 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 and Student Affairs and/or President

9. Summer Terms and Intersessions

- 9.1 Summer term and intersession instructional load for nine-month full-time faculty 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.
- 9.2 Faculty will be offered summer and intersession courses based upon the following:
 - 9.2.1 All qualified nine-month full-time faculty are notified of a possible overload course(s) before qualified adjunct instructors are offered the possibility of an adjunct contract(s) appointment letter
 - 9.2.2 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 offered at least one overload prior to less senior faculty members. Additional courses must be divided among faculty based on seniority.
 - 9.2.3 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
 - 9.2.4 Courses needing to be added/deleted/changed one week or less prior to the first day of the session, will be filled as best determined by the Dean(s), Vice President for Academic and Student Affairs and/or President.

EXCEPTIONS/EXCLUSIONS

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REVIEW

This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend that the policy be amended or repealed.

APPROVAL SIGNATURES

DocuSigned by:
Bonny B. Copenhagen
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President

Date

RELATED POLICIES, OTHER REFERENCES AND ADDITIONAL NOTES

ASSOCIATED FORMS

HISTORY		
REVISION DATE	DESCRIPTION OF CHANGE	VICE PRESIDENT APPROVAL
4/4/2022	Former New River Procedure 30 Definition of Credit Hour is now fully included in this procedure. Added Definitions for clarification.	

New River Community and Technical College expects all faculty, staff and students to be familiar with and adhere to all applicable college policies.