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1. PURPOSE:

The purpose of this section is to define the procedures for determining workloads of full-time curriculum faculty.

2. PROCEDURE:

It is the responsibility of the division head of each division (with the assistance of department heads) to schedule courses and ensure that instructional needs of the department, division, and college are met. Full-time instructors are required to post and keep at least one (1) office hour per day for a minimum of five (5) office hours per week. Teaching and office hours must be posted and maintained by each faculty member. The following load ranges will be used for all full-time teaching faculty in the curriculum area:

- Division Chairs - 3 contact hours
- Department Chairs - 12-15 contact hours
- AA, AAS, AS, and AFA faculty - 17-20 contact hours
- Vocational Faculty - 20-25 contact hours

Other considerations for load include the number of preparations, the total number of students per class, advising load, committee assignments, and curriculum development activities. These considerations allow the loads to fall within the prescribed

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ranges.

Division chairs and Department Heads, because of their administrative responsibilities and additional compensation, are not eligible for overload payments. All other faculty reach an overload condition when they exceed 20 contact hours for AAS, AA, AS, and AFA degree programs.

Faculty teaching trade courses with a mixture of classroom and laboratory work reach an overload condition when they exceed 25 contact hours. Additional teaching assignments may be made through Compensation for Additional Teaching Assignments. Refer to CPM item 02-0207.

Loads for faculty should be looked at as annual loads for those faculty serving twelve month appointments. Since summer semester is a compressed semester, the loads above shall be reduced by three contact hours for that semester. Therefore, an annual load for a twelve month faculty member (AA, AS, AAS, and AFA) would be 48 - 57 contact hours. This would mean that a faculty member could teach 20-24 contact hours in each of two semesters and then teach an 8 - 9 hour load in the summer to meet the total 48 - 57 hours, providing that they were not paid overload during fall or spring

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semester.

Similarly, an annual load for a twelve month faculty member teaching trade courses with a mixture of classroom and laboratory instruction would be 50-59 contact hours. This would mean that a faculty member could teach 25-26 contact hours in each of two semesters and then teach a 7- 9 hour load in the summer to meet the total 50-59 hours, providing that they were not paid overload during fall or spring semester.