

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-7244.0

FOR POLICY NUMBER: BP – 7244

FULL-TIME FACULTY LOAD PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for defining and assigning full-time faculty load.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 Base Load

3.1.1 Faculty teaching credit classes with a standard assignment shall have their teaching load assigned on either a credit hour or contact hour basis. The following criteria shall be used to determine the method of assignment and the instructional load.

3.1.1.1 Credit Hour Method - Those faculty positions which require 50% or more of their instructional time using the lecture mode (1 classroom hour to 1 credit hour ratio) shall have the instructional load assigned on a credit hour method. The average instructional load for these instructors shall be 15 credit hours per semester. This load may vary between semesters to achieve an average instructional load of 15 credit hours per semester for the academic year. Such averaging shall be by mutual agreement of the instructor, the Dean, the Vice President of Educational Services and the President.

3.1.1.2 Contact Hour Method - Those faculty positions which require 50% or more of their instructional time using the laboratory mode (2 classroom hours to 1 credit hour ratio or 3 classroom hours to 1 credit hour ratio) shall have the instructional load assigned on a contact hour method. The average instructional load for these instructors shall be 25 contact hour per week. This load may vary between semesters to achieve an average instructional load of 25 contact hours per week for the academic year. Such averaging shall be by mutual agreement of the instructor, the Dean, the Vice President of Educational Services and the President.

3.1.2 Faculty with a non-standard assignment shall have their teaching load assigned at the time of appointment. Examples are:

- 3.1.2.1 Utility Line off-campus instructors
- 3.1.2.2 Clinical instructors
- 3.1.2.3 Truck driving instructors

3.1.3 Full-time faculty teaching credit classes shall have their instructional load assigned by the Dean with the approval of the Vice President of Educational Services and the President. Instructors may be assigned a work schedule at any time within the instructional day and at any instructional site within the College service area. Faculty contract days for standard teaching assignments shall be within the beginning and ending dates of the academic calendar.

Full-time faculty teaching non-credit classes shall have their instructional load assigned by community services directors with the approval of the Vice President of Educational Services and the President. Non-credit classes assigned to a full-time credit faculty shall be coordinated with the Dean and the Vice President of Educational Services.

It is the responsibility of the Dean and the Vice President of Educational Services to verify that each full-time instructor is working the equivalent of a full-time load. However, special assignments may be made to full-time instructors. Full-time instructors may be given credit for time in lieu of classroom instruction to perform duties and assignments determined by the Dean, Vice President of Educational Services and President should their load fall below the minimum standard instructional load or should the administration and the instructor agree to a special assignment during the assigned teaching/co-op contract period.

3.1.4 In addition to classroom instruction, full-time instructors shall perform other related instructional responsibilities as a part of their base load. Routine instructional duties include, but are not limited to, group instruction, assisting individual students, advising, committee work, curriculum and course development, professional development, and performing other assigned duties.

Specific responsibilities include:

3.1.4.1 Office Hours

3.1.4.2 Instructors shall maintain posted office hours. If need arises, instructors should be available for conferences by appointment. An office hour represents time regularly scheduled for the purpose of consultation with students and other activities pertinent to instruction.

3.1.4.3 Related Meetings - Instructors shall attend division, faculty, and assigned committee meetings.

- 3.1.4.4 Professional Development - Instructors shall participate in in-service and professional development programs.
- 3.1.5 Faculty may have additional assignments beyond the regular instructional terms included in their contract. These assignments include:
 - 3.1.5.1 Cooperative Work Site Coordinators (Co-op). Cooperative work site coordinators for students and necessary follow-up work including but not limited to site visitations and evaluation of students. These assignments may not exceed 50 days per contract year. Compensation for co-op assignments is 75% of the individual's daily rate times the number of days in the co-op contract. Normally, these assignments are part of the employee's contract and are paid in 12 equal installments beginning with the first month of the pay for the base contract.
 - 3.1.5.2 Extended Contracts (Extensions). Extended instructional teaching contracts involve the actual teaching of subject matter in a classroom and/or laboratory situation or the performance of instruction related activities. These assignments may not exceed 50 days per contract year. Additional compensation for extended contracts is 100% of the individual's daily rate times the number of days in the contract extension. Normally, these assignments are part of the employee's contract and are paid in 12 equal installments beginning with the first month of the pay for the base contract.
- 3.1.6 Instruction areas with special faculty load determination rules:
 - 3.1.6.1 Applied music courses (individual lessons) are computed on a four students to one credit hour basis.
 - 3.1.6.2 Audio recording course labs and project classes are computed on a two students to one credit hour basis.
 - 3.1.6.3 The speech, theater, and journalism departments offer "activity" or "applied" courses. Since these courses are scheduled concurrently and usually have limited enrollments, the credit hours of only one course, not the aggregate, are used in determining instructor load.
 - 3.1.6.4 Physical education courses are computed on a regular credit hour basis. However, for classes with large enrollments such as circuit training, body conditioning, and weight training, the load is determined by equating every 22 students to be a separate class. The 23rd student in any of the three courses qualifies the instructor for full pay of another section and another 21 students must be enrolled before another class is begun. The Vice President of Educational Services will monitor the opening of new sections so that a reasonable number of students could be expected to register in the new section.

- 3.1.6.5 Administration of the writers' clinic during a standard semester shall be determined to be the equivalent of 3.0 credit hours of instructional load.
- 3.1.7 Faculty teaching credit classes may have their load assignments changed as follows:
 - 3.1.7.1 During the contract year, by recommendation of the Dean, approval of the Vice President of Educational Services and President, and by mutual agreement with the individual faculty member.
 - 3.1.7.2 At the beginning of a new contract in accordance with Board Policy BP-7231, Employment of Full-Time Staff.
- 3.2 Overload, Summer School and Additional Assignments
 - 3.2.1 Teaching assignments and/or equivalent additional work assignments in excess of the average faculty instructional load of fifteen credit hours or twenty-five contact hours per week per semester are eligible for overload payment(s). Such assignments shall be in addition to standard full-time faculty teaching load and responsibilities.
 - 3.2.2 The determination of the overload may be deferred by mutual agreement of the instructor, the Dean, the Vice President of Educational Services and the President until the second semester if it appears that when the second semester load is averaged with the first semester load that no overload will exist.
 - 3.2.3 Instructor loads of greater than 21 credit hours (or equivalent) per semester or greater than 35 contact hours (or equivalent) per week must have prior approval by the President.
 - 3.2.4 Overload salary calculation shall be based upon a rate established by the Board of Governors through negotiations as follows:
 - 3.2.4.1 Overload salary for faculty on a 15 credit hour load shall be calculated using the credit hours of overload multiplied by the approved overload rate.
 - 3.2.4.2 Overload salary for faculty on a contact hour basis shall be calculated by using:
 - 3.2.4.2.1 laboratory courses - contact hours of overload multiplied by 60% by the approved overload rate.
 - 3.2.4.2.2 lecture courses - the credit hours of overload multiplied by the approved overload rate.

- 3.2.5 Summer session credit classes are offered on the basis of demand as determined by the Vice President of Educational Services and the President. Summer session load assignments for full-time instructors are on an overload basis.
- 3.2.6 Faculty members may be assigned additional duties with the approval of the Dean, Vice President of Educational Services and the President. Such additional assignments shall require the consent of the faculty member and a stipend may be provided. Additional assignments may include:
- 3.2.6.1 Special Services Assignments. Non-instructional work shall be paid at rate(s) approved by the Board and substantiated by time sheets. Special services assignments may be authorized in special circumstances by obtaining prior approval of the immediate supervisor, the Vice President of Educational Services and the President. An estimate by the employee of the total hours required for the project must be included.
- 3.2.6.2 Grant-Funded, Instructional-Related Assignments. Curriculum development and other instructional-related activities, when authorized outside of the normal contract period, will be compensated at a rate of 75% of the normal base daily rate.
- 3.2.6.3 Substitute Instructor Assignments. It is not the policy of the College to hire substitute instructional teaching staff, however, on occasion, it may be necessary to employ a regular full-time instructor when it involves a prolonged period of absence. The need for such assistance is to be determined by the Dean in conjunction with the Vice President of Educational Services. Payment for these additional instructional assistance duties will be determined on the normal overload rate which will be prorated for the number of credit or contact hours to be taught. Payment for substitute coverage of other instructional assignments shall be by mutual agreement of the faculty member, Dean, Vice President of Educational Services and the Associate Vice President_of Human Resources.
- 3.2.7 Full-time staff teaching off-campus courses as an overload will be allowed a travel time stipend of \$.20 per mile (round trip), as approved by the Board if the course is at an off-campus site which is 50 miles or more round trip.
- Travel time stipends shall be paid at the completion of the course.
- 3.2.8 Independent study (credit courses within the regular curriculum) shall be at the prerogative of the instructor with the instructor deciding whether or not to assume the extra responsibility. Independent study is administered two different ways:

- 3.2.8.1 If the student cannot meet the class schedule and it is being taught independently, there is no additional pay.
- 3.2.8.2 If the class is needed by the student and it is not normally offered that semester, the instructor may be reimbursed at the normal overload rate prorated for the number of students.
- 3.2.9 Directed study offerings shall be at the prerogative of the instructor with the instructor deciding whether or not to assume the extra responsibility of a directed study offering and the number of students to be directed at any given time.
 - 3.2.9.1 There shall be no compensation for directing such a course for one student.
 - 3.2.9.2 When an instructor directs a number of students in an authorized directed study class which creates an overload, salary will be determined according to the approved overload rate.
- 3.2.10 Honors program mentor contracts shall be at the prerogative of the instructor with the instructor deciding whether or not to assume the extra responsibility. Each mentor contract will be compensated at the rate of 2 credit hour of overload up to a maximum of five (5) contracts or 2 2 credit hours per term.
- 3.2.11 The minimum class size is normally eight: Exceptions to the minimum class size are administered as follows:
 - 3.2.11.1 If the class is an overload, the instructor may choose to teach the class on a prorated basis. Unless there is mutual agreement by the instructor and the administration to offer the course, the class shall be canceled by the Dean and no overload payment shall be made.
 - 3.2.11.2 If the course is a required subject within a program and is an overload for a full-time instructor, the immediate supervisor in concurrence with the Vice President of Educational Services may offer the class for full pay.
 - 3.2.11.3 If the course is part of the normal base load and is part of the required subject within a program, it will normally be taught with the reduced number of students.
 - 3.2.11.4 Specialized courses requested by outside companies or agencies not meeting the minimum class size shall be offered for full pay.
 - 3.2.11.5 Courses which are offered through new college initiatives, i.e. starting a new instructional program, establishing or enhancing offerings at an off-campus education center, distance education courses, etc.

3.2.12 When credit or non-credit courses do not materialize, instructors shall be paid at the Board approved credit and non-credit teaching rate per contact hour for the actual hours taught not to exceed one class meeting. It is the responsibility of the site coordinator or the Dean to determine when the class will be taught. The normal size is eight.

3.2.13 Instructional overload payment(s) for staff teaching credit classes shall be paid in one of two methods:

3.2.13.1 Consecutive and successive salary pay periods with equal installments over the course of the term, or

3.2.13.2 A single payment following completion of the course(s).

In no case shall the last payment be made prior to the completion of duties.

3.2.14 Instructors teaching non-credit course(s) are generally paid at the completion of the class upon the submission of an approved time sheet.

4. APPLICABILITY

N/A

ISSUE DATE: 04/22/2015

EFFECTIVE DATE: 04/22/2015

REVISION DATE(S): 02/13/1975 (item #0820); 06/09/1977 (item #1657); 08/08/1996 (item #7695); 12/12/1996 (item #7857); 06/10/1999 (item #8527); 08/01/2014; 04/22/2015

PRIOR POLICY/PROCEDURE NUMBER: 4117.a

SCHEDULE FOR REVIEW: 2020

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: faculty load, full-time