

I. WORKING HOURS

Full-time curriculum faculty positions shall work a minimum of thirty-six (36) hours each week and are expected to be scheduled on campus for teaching load hours and a minimum of five (5) office hours per week.

Scheduled work days are defined as those days during which class is in session or days designated by the College for other College business such as meetings, professional development, planning, etc.

II. WORKLOAD

Full-time curriculum teaching loads during the academic year shall include such combinations of distance learning, day, evening and weekend classes as the College's needs require. A Cooperative Education course shall not count for more than one (1) lecture hour and a 099 course shall not count at all in computing faculty teaching load. Distance education courses shall have the contact hour value as set forth in the NCCCS Common Course Library.

The normal teaching load for all full-time curriculum members shall be at least eighteen to twenty-four (18 – 24) lecture hours and eighteen to thirty (18 – 30) contact hours per semester. When the number of lecture hours falls below eighteen (18) hours because of the number of clinical or laboratory hours involved, the number of contact hours should be increased to bring the teaching load to a minimum of twelve (12) lecture hours (utilizing the standard of three (3) clinical hours equal one (1) lecture hour, three (3) laboratory hours equal one (1) lecture hour, or two (2) laboratory hours equal one (1) lecture hour, depending upon the nature of the course taught as set forth in the NCCCS Common Course Library, or to a maximum of thirty (30) contact hours).

Teaching loads shall be calculated for the academic year. Compensation shall not be made for a teaching load in excess of normal except when the compensation has been requested, approved by the department chair, and authorized by the Vice President of Teaching and Learning. Excessive teaching assignments, committee assignments, outside employment, and other activities which would encroach upon the teaching effectiveness of any faculty member should be minimized. All employees that have additional employment outside of the college must complete a secondary employment form authorized by their supervisor and the Office of Human Resources. Full-time Curriculum members are encouraged, but not required, to conduct research and participate in community service activities.

Any underload shall be dealt with by adding additional responsibilities to an employee's workload, including non-curriculum courses, as approved by his or her department chair and the Vice President of Teaching and Learning. Teaching loads may also be adjusted by the College to take into consideration such factors as the use of instructional assistance, team teaching or the use of non-traditional instructional delivery systems. Additions to curriculum employee workloads including committee assignments, special assignments,

curriculum development of a new program or a new course in a program and/or the complete revision of an existing course or program shall be analyzed by the department chair or program manager. When the additional duties are deemed to be above and beyond what is normally expected of a curriculum employee, then a reduced teaching load or extra remuneration should be offered to the employee to compensate for the additional work.

Adopted: August 26, 2022

Legal Reference: 1D SBCC 400.4 (Recodified Nov 2017)