

### **D.5.1.2 (Procedure) Faculty Teaching Loads**

Responsible Department: Human Resources

Based on Board Policy: [D.5.1](#) - Employee Compensation and Exempt/Non-Exempt Status

Approved: 1-20-12

Last Amended: 5-29-17

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Most full-time faculty are hired for nine-month assignments. Faculty have the opportunity to accept summer assignment based on the summer schedule requirements. Adjunct faculty should be hired on a per course basis.

Colleges will maintain a 50/50 ratio of full-time and adjunct faculty and will strive for 55% of sections to be covered by full time faculty with the other 45% to be covered by adjuncts or full time faculty overloads.

Loading for courses will be the same for all parts of term during fall, spring, and summer terms.

The guidelines which follow will be used in assigning teaching loads. All faculty assignments will be loaded in FLAC, the Banner Faculty Load and Compensation System, for payment. Due to the uniqueness of the various programs, a faculty member's workload may consist of one or various combinations of courses, laboratories, and compensation for non-instructional work assignments above and beyond normal faculty service to the department, college or college district. As part of the continuing review and update of the faculty teaching loads, the Alamo Colleges will review the faculty loading practices of its peers once every five years.

### **GUIDELINES FOR FULL-TIME FACULTY LOADING**

#### Standard Full-Time Faculty Loads

1. Full-time faculty includes all faculty teaching 12 or more workload units.
2. Faculty loads are determined by workload units. Workload units for different types of courses are defined below.
3. The standard work week for full-time faculty is 40 hours.
4. A standard teaching load for a faculty member during the nine-month contract year is thirty workload units, fifteen units per semester. The faculty contract is for the two long terms starting the week before each fall and spring term through the final class day of the fall and spring term. In addition, each faculty member will work two additional days to be identified by the college president.
5. Teaching loads less than fourteen workload units per semester must be approved by the Dean/Vice President based upon recommendation by the Department Chairperson/appropriate supervisor. Any reduction during semester will be made up in the following semester to maintain the nine-month standard workload of thirty workload units.
6. Any faculty member with an anticipated load of less than thirty workload units will be assigned additional duties by the Department Chair/appropriate supervisor in consultation with and as approved by the Dean/Vice President if the adjunct and/or overload

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assignments planned for other faculty cannot be reassigned to create a full load for the faculty member. Under some circumstances those duties may be assigned in the summer if such an assignment is necessary or timely to the needs of the college.

7. Loads for full time temporary faculty will follow the same guidelines as all full-time faculty.

8. Adjunct faculty may be scheduled for fewer than 12 workload units per fall or spring semester.

#### Overload Assignments for Full-Time Faculty

Workload units above the standard 15 per fall and spring semester will be paid as overload (equivalent to adjunct pay). Fulltime faculty are limited to two courses, not to exceed 8 workload units, of overload during the long semesters plus two workload units beyond two overload courses if needed to perform non-instructional duties on release time. Overload work will be performed outside the 40-hour standard work week. Any exception to the maximum for extenuating circumstances must be approved by the Dean/VPAA, President, and Chancellor. There is no entitlement to overloads. Overloads are assigned per semester and are not guaranteed even if overloads have been assigned previously.

#### Release Time Assignments for Full-Time Faculty

Release time assignments shall be approved by the college VPAA and President. Release time will be part of the standard workload units and will be loaded into FLAC.

#### Summer Assignments for Full-Time Faculty

Seventeen workload units are the maximum allowed for full time faculty during the summer term. Full-time faculty may teach up to 12 workload units at 130% of the adjunct pay rate. For each 3-hour workload units, the faculty member agrees to serve 15 hours during the part of term in which the courses are scheduled (i.e., 6 workload units taught during the first 5-week summer part of term require 30 hours of work above the class time over the 5 weeks). Full-time faculty wishing to teach in summer must teach at the 130% rate for the first 12 workload units scheduled. Faculty teaching above 12 hours but no more than 15 will be compensated at the adjunct rate for the units above 12. Two additional workload units may be assigned for non-instructional work at the adjunct rate. Fall and spring full-time temporary faculty will be compensated at the adjunct rate, and adjunct workload guidelines will be followed for summer assignments.

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#### Non-Instructional Workload/Assignments

Non-instructional workload is loaded as release time calculated at the rate of 42.67 work hours per workload unit during a regular 16 week semester and at the rate of 33.33 work hours per workload unit during the summer 2017 sessions: I, summer II and Maymester.

#### **GUIDELINES FOR ADJUNCT FACULTY LOADING**

Adjunct faculty will be assigned fewer than 12 workload units (instructional and non-instructional) during the long terms (fall and spring) and no more than a total of nine units in the summer term (Maymester, Summer I and Summer II). Adjunct faculty are hired on a per-semester basis and there is no entitlement to renewal of a contract. Non-instructional workload for adjunct faculty is calculated at the rate of 42.67 work hours per workload unit during the long terms and for the summer of 2017 non-instructional workload will be calculated at the rate of 33.33 work hours per workload unit.

#### **WORKLOAD UNIT DEFINITIONS**

1. A workload unit is defined as one faculty lecture hour. One faculty lecture hour is 16 instructional contact hours. One instructional contact hour is equal to 50 minutes.
2. Classes have defined semester credit hours, lecture hours, and lab units as applicable which are identified in the eCatalog. Many are 3-3-0 (3 semester credit hours—3 lecture—0 lab). Some have combinations of lecture and lab hours (e.g., 3-3-1).
3. Decimals are used to define a portion of a workload unit, not a fraction.
4. Private music classes will be limited to music majors.
5. Teaching loads are determined as follows
6. Compliance with accrediting agency guidelines or cooperative agency agreements may require variation from these guidelines. Such variations must be approved by the college VPAA, President, and Chancellor.

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<b>Class Assignment Definitions</b>	<b>Workload Units</b>
<b>Lecture</b>	1 workload unit per lecture hour
<b>Laboratory</b> Faculty member provides supervision; introduces information; schedules the lab work; provides individual skills instruction	.667 workload unit per faculty class contact hour per week Example: 2 laboratory hours in course of 3-3-2 $2 \text{ lab hours} \times .667 = 1.334$
<b>Nursing Clinicals</b> As identified by SAC and SPC and approved by VPAAs	1 workload unit per laboratory hour
<b>Practicums, Internships, Cooperatives</b>	.125 workload unit for each student per credit hour of course Example: 5 students enrolled at census 1 credit hr. class = $.125 \times 5 \times 1 = .625$ 2 credit hr. class = $.125 \times 5 \times 2 = 1.25$
<b>Private Music Lessons</b>	.375 workload unit for each student per credit hour of course Example: 3 students enrolled at census 1 credit hr. class (30 minute lesson) = $.375 \times 3$ 2 credit hr. class (1 hr. lesson) = $.375 \times 3 \times 2$

### WORKLOAD EXAMPLES

When determining faculty loads (full time, overload, and adjunct)

Each lecture hour = 1 workload unit

Each lab hour = .667 workload unit

For example, a 3-3-2 course (3 semester credit hours—3 lecture hours—2 lab hours).

The class meets 5 hours a week and the student will earn 3 credit hours

Loading units for the 3-3-2:

3 lecture hours = 3 workload units

2 lab hours x .667 = 1.333 workload units

Total workload units = 4.333 workload units

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#### Full-time faculty member example Workload units

Class #1 is a 3-2-2                      2 for lecture + 1.333 for lab = 3.333

Class #2 is a 3-3-1                      3 for lecture + .667 for lab = 3.667

Class #3 is a 3-3-0                      3 for lecture + 0 for lab = 3

Class #4 is a 4-3-3                      3 for lecture + 2 for lab = 5

**Total Regular Load 15 workload units**

Class #5 is a 3-3-1                      3 for lecture + 2/3 for lab = 3.667

Class #6 is a 3-3-1                      3 for lecture + 2/3 for lab = 3.667

**Total Overload 7.334 workload units**

#### Adjunct faculty member example Workload units

Class #1 is a 3-3-1                      3 for lecture + .667 for lab = 3.667

Class #2 is a 3-3-0                      3 for lecture + 0 for lab = 3

**Total Adjunct Load 6.667 workload units**

#### Release Time Factor for Non-Instructional Workload

**Regular 16 week Semester:**                      42.67 Work Hours = 1 Work Load Unit

**2017 Summer I, II and Maymester:**                      33.33 Work Hours = 1 Work Load Unit