# NorthWest Arkansas Community College Administrative

# Policies and Procedures

**Faculty Load and Duties 3-8-5 (1)**

**Policy:**

The normal teaching load for full-time faculty (excluding nursing, allied health, adult education and Corporate and Community Education which follow their own load policies) with correlating salaries for associate faculty is 15 load hours per semester.

Load hours per semester will be calculated as follows:

One lecture contact hour equals one load hour. One non-lecture laboratory contact hour equals 2/3 load hour.

Examples of combination load hours are:

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| lab science (3 hours lecture, 3 hours lab) | = 5 load hours |
| art studio (2 hours lecture, 4 hours lab) | = 4 2/3 load hours |
| extended math or composition (3 hours lecture, 1 hour lab) | = 3 2/3 load hours |
| private music lesson for full-time faculty (1 lab hour) | = 2/3 load hour |
| music ensemble (1 hour lecture, 3 hours lab) | = 3 load hours |
| theater: musical or dramatic | |

(2 hours lecture, 6 hours lab) = 6 load hours

journalism: newspaper production

(2 hours lecture, 6 hours lab) = 6 load hours

As new courses are added to the curriculum, they will be assigned a load hour value by the Curriculum Committee, which will then be approved by

both the faculty and the Executive Vice President for Student Learning following the following the established procedure of the Curriculum Committee.

Questions about load value will be addressed by the Executive Vice President for Student Learning.

The instructor's supervisor is responsible for assigning a full-time load in instructional or other approved duties to meet contractual obligations for each semester.

A. Since the number of preparation also affects the work schedule of a faculty member, the normal number of preparations per academic year should not exceed seven (7). The appropriate division/department chair is charged with the responsibility of monitoring the number of preparations for each faculty member to see that it does not exceed seven per academic year.

**Faculty Load and Duties (continued) 3-8-5(2)**

B. Overloads

Full-time faculty who teach more than 15 load hours during the fall or spring semesters are eligible for overload pay at the part-time faculty rate. They may also receive a supplemental contract to teach summer-term classes at the part-time faculty rate. The total compensation for a faculty member of salaries earned through the regular, overload, and supplemental contracts cannot exceed the state-designated line-item maximum for full-time nine-month community College faculty plus the percentage allowed by state law for summer teaching.

Part-time faculty may not teach more than 10 load hours during each of the fall and spring semesters nor more than 5 load hours during each of the summer terms.

Compensation cannot exceed the college-mandated line-item maximum for a nine-month part-time community college faculty plus the percentage allowed by state law for summer teaching.

C. Independent Study

Independent study operates on a volunteer basis between a full-time instructor and a student. The intent is to provide an opportunity for students to work on special academic projects under the guidance of a full-time

faculty member. Independent study credit may be granted from one (1) to four (4) hours, depending on the length and the complexity of the project, and the subject should be something other than that of a regular course.

A faculty member who wishes to offer a student an independent study must obtain the permission of his/her chair. Supervising independent study carries no extra salary but is a positive factor during the annual evaluation process.

D. Load equivalencies and Compensation for Teaching Distance Learning Courses

Faculty members who wish to develop distance learning courses as part of their regular College duties may requests a one-semester, one-course load reduction to develop these materials. The request must be approved by the appropriate division/department chair, the Vice President for Learning, and the Distance Learning Coordinator. (See Administrative Procedures 3-5-3 for details on teaching in the Distance Learning Program and 1-4-1 on ownership of materials produced as part of distance learning).

**Faculty Load and Duties (continued) 3-8-5(3)**

E. The Vice President for Learning, in conjunction with the division/department deans or chairs, shall be charged with the responsibility for assuring equitable work loads which will allow the accomplishment of instructional and institutional objectives.

As one portion of this process, each faculty member will prepare a list of duty hours for each semester. This list will include those hours spent in class and class-related activities and those hours when a faculty member will be based on the following components:

A. 15 teaching load hours, as defined above.

B. 10 clock hours of class preparation/evaluation.

C. Some combination of the following that equals 15 clock hours.

1. Class-related office hours.

2. General student development services, such as advising and registering students.

3. Three “committee” hours a week (“committee” is defined broadly as committee work, club sponsorship, work on advisory boards, tutoring, etc).

The listing of duty hours will be posted on each faculty member’s office door for the benefit of students. In addition, the members of each class should be informed of the faculty member’s office hours at the beginning of each semester see form 3-8-5(A).

As a second portion of this process, the division/department chairs in conjunction with the Executive President for Student Learning, will prepare annually a summary of College involvement for each faculty member. This summary shall include instructional load, hours when the faculty member is normally available for conferences, and a listing of committees, task forces, and/or projects in which the faculty member is involved.

G. The teaching loads for division/department chairs will be  load hours over the calendar year. The teaching load for the Executive Vice President for Student Learning and the Associate Vice President for Learning will be six load hours over the calendar year.

H. Reasonable and prudent exceptions to A-G above may be made with the approval of the Executive Vice President for Student Learning.

**Faculty Load and Duties (continued) 3-8-5(4)**

I. Classes with Low Enrollment

From time to time there will be a need for classes to be offered with low enrollments. Classes must average approximately fourteen (14) students in order for them to be economically prudent. The Executive Vice President for Student Learning may approve enrollments of less than 9 for programmatic reasons, i.e., a particular course is needed to move students toward graduation in a timely manner.

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Adopted: September, 2000