

**POLICY 002**  
**FACULTY WORKLOAD POLICY**

**1.0 Policy**

The full-time instructional faculty workload includes instruction, service to students, service to the College and community, and professional development. Full-time instructional faculty at COM-FSM is subject to the following guidelines while on duty (as defined in Section VIII.5.f). A full faculty workload includes:

- Teaching 12 to 15 contact hours per week with one to four preparations
- Teaching classes in accordance with the goals and objectives of the course as described in the course outline
- Maintaining accurate records of student attendance and student learning outcomes/grades in accordance with COM-FSM regulations
- Keeping at least 5 office hours per week
- Participating in one standing committee; may be asked to participate in adhoc committees
- Advising students
- Participating in special College functions such as graduation
- Participating in Division activities. This includes meetings, curriculum development and developing procedures for improving current classes.
- Participating in professional development, i.e. staying current in their professional field
- Attending to additional needs of the College and the community as may be required such as:
  1. In-house workshops
  2. Workshops for businesses or other agencies in the community
  3. Participation in student activities (clubs)
  4. Public relations
  5. Technical assistance for the community

**Underload:** When a faculty member's class is cancelled due to insufficient enrollment or a full class load cannot be assigned to a faculty member, the administration through the Division Chair in consultation with the faculty member is to determine an alternative work assignment. A faculty member's salary will not be reduced due to the underload.

**Overload:** When the administration determines that a course or another section must be taught and assigns it to a faculty member with a maximum teaching load, the additional course or section is considered an overload. The overload agreement is to be made after the core workload arrangement has been approved by the Vice President for Instructional Affairs. Each contact hour above the 15 contact hours will be considered an overload. The faculty member has the right to refuse an overload and the decision will not affect the instructor's status.

The faculty member is to be compensated above the amount of the regular salary. Compensation for the overload is to be computed at the current temporary instructor's rate and paid during the semester in which the overload occurs. Faculty may teach only one overload per semester. The President or designee must approve exceptions. Only faculty members with a satisfactory performance evaluation rating can teach an overload. The overload rate for more than four preparations per semester within his/her required teaching load of fifteen contact hours is to be compensated for each contact hour of the course requiring additional preparation.

Equitable Workload: Instructors may initiate the grievance procedure if they believe their workload was not equitably assigned and their request for review was not satisfactorily resolved.

## **2.0 Purpose**

The purpose of this policy is to provide guidelines to define faculty contract responsibility and to ensure equity in faculty workload assignments..

## **3.0 Application**

This policy applies to full-time instructional faculty on a regular contract with the College.

## **4.0 Responsibilities**

The President through the Vice President of Instructional Affairs has the overall responsibility for implementing this policy.

It is the responsibility of the Vice President for Instructional Affairs to monitor the procedures for reporting and certifying faculty workloads. The VPIA is responsible for approving final class schedules. The VPIA is also responsible for reviewing recommendations for exceptions to the standard workload from the Director of Academic Programs or State Campus Directors and for recommending their approval/disapproval to the President.

It is the responsibility of the Director of Academic Programs or State Campus Directors to monitor the work of the Division Chairs to assure that the College's workload policy is being strictly implemented and accurately reported. By signature on the workload report for each faculty member, the Director of Academic Programs or State Campus Director certifies that his/her responsibilities have been executed.

The Director of Academic Programs or State Campus Directors and the Division Chairs/Instructional Coordinator with faculty member input are to determine the semester schedule and assign the workload to each faculty member. The Director of Academic Programs and the State Campus Directors are responsible for finalizing the class schedule and submitting it to the VPIA. It is also the responsibility of the Director

of Academic Programs or State Campus Director to provide documentation as necessary to justify an exception to the standard workload requirement.

It is the responsibility of the Division Chair or State Campus Director to prepare an official report of the workload assignments of all faculty members teaching in the Division or Campus each semester. The Chair and/or State Campus Director and each faculty member will by signature on the workload report certify that each workload assignment is in accordance with the policy.

## **5.0 Procedure**

Teaching Assignments: At mid-term, preparations for the next semester are to begin. (Preparations for the summer session and the fall semester are done during the spring semester.) Course offerings and faculty workloads are to be worked out during this time by the Director of Academic Programs or the State Campus Director and the Division Chairs in consultation with the individual instructors. Faculty members may be assigned non-instructional activities in lieu of a teaching assignment. The Director of Academic Programs or State Campus Directors are to submit final schedules to the VPIA for approval.

The Division Chair or State Campus Director and each faculty member are to finalize in writing the workload report for each semester prior to the beginning of the semester. This report is to be submitted to the VPIA on the first day of class.

A faculty member's workload may be adjusted during registration if the circumstances dictate. A faculty member may also be offered an overload if a course must be taught and an instructor is not available. A special contract is to be entered into for the overload.

### Condition

The total load for an English Composition instructor may not exceed 100 total students unless mutual written consent is obtained. For a class to be designated English Composition, written work must be the primary mode for evaluating student's performance and a minimum of 4,000 words must be written each semester.

### Assignment of Hours

The College has a right to assign day and evening instructional hours.

### Office Hours

Instructors are to include their office hours in the course syllabus, and post and announce the hours (in class) at the beginning of the semester. If the scheduled hours conflict with a student's class schedule, the instructor is to arrange for a special appointment.

## Class Size

The Vice President for Instructional Affairs, in consultation with Division Chairs or State Campus Directors will determine maximum class size.

## Instructional Equivalencies

The following are guidelines for determining workload equivalencies. It is recognized that all possible situations and activities may not be included. Faculty and administrators are to negotiate activities not included.

**Division Chairs:** A reduced teaching load may be granted for a faculty member who is chair of a division. Division Chairs will normally be awarded three to fifteen contact hours per semester. (See Faculty Handbook for Chairperson responsibilities.)

**Program Supervisor:** If a faculty member is required to supervise a specialized program, alternative assignment contact hours is to be awarded. A program supervisor may be awarded three or more contact hours per semester.

**Administrative Responsibilities:** A reduced teaching load may be granted for extraordinary formal academic advising or significant administrative responsibilities (temporary) relating to the institution as a whole, e.g. President of the Staff Senate. The total of such deductions will normally be three contact hours per semester.

**Independent Study:** Faculty conducting independent study is to be awarded one contact hour per course.

**Supervision of Student Teaching or Student Interns:** Faculty supervising student teachers or student interns is to be awarded three contact hours for each 4 to 5 students supervised with consideration given to the distance traveled.

**Studios, laboratories and activity courses** that do not require preparation or student evaluations are to be awarded 0.5 contact hour for each contact hour.

**Creation of New Programs:** Faculty who are involved as developers of new programs as part of his/her core workload or an approved overload are to be granted workload credit for such activity. Faculty will normally be awarded three to six contact hours per semester.

## **6.0 Definition**

**Contact Hour:** 55 minutes of class/lab time (for credit only except IEP) during which the faculty member instructs or supervises a group of students.

**Faculty:** In this policy, faculty refers to instructional faculty only.

Office Hour: A minimum of fifty-five minutes.

Preparation (prep): Time needed to prepare for a course or a lab. Each course is credited one prep time. Labs that require set up, such as the science lab, for each session will be credited one prep for each lab taught. Labs that require a separate prep from class will be credited one prep for all lab sessions. Labs that require monitoring only will not receive a prep.

FACULTY WORKLOAD REPORTING DOCUMENT

Division: \_\_\_\_\_  
\_\_\_\_\_

Semester:

Faculty Name: \_\_\_\_\_

CLASSROOM TEACHING: (lectures, labs, seminars)

Classroom Teaching Units:

COURSE TAUGHT IN LOAD:

	Course Number, Section Number, and Title	CreditHRS	ContactHRS
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		

TOTALS

COURSE TAUGHT FOR EXTRA COMPENSATION:

	Course Number, Section Number, and Title	CreditHRS	ContactHRS
1.	_____		
2.	_____		

CHAIR'S

EXPLANATORY NOTES

A. NON-CLASSROOM TEACHING: [independent study, internship, student teaching]

	Course Number, Section Number, and Title	CreditHRS	ContactHRS
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		
6.	_____		

B. ADVISING: [Describe advising activities below.]

Total number of advisees this semester:  
activity this semester:

Total expected contact hours per week of advising

C. OTHER INSTRUCTION-RELATED ACTIVITIES OR FACTORS: [Check all that apply.]

- Course Coordination                      Course: \_\_\_\_\_
- Curriculum Development                      Course: \_\_\_\_\_
- Technology-Assisted Instruction                      Course: \_\_\_\_\_
- Large Class Size                      Course: \_\_\_\_\_
- Extensive Contact Hours                      Course: \_\_\_\_\_
- Other                      Course: \_\_\_\_\_

D. PROFESSIONAL DEVELOPMENT: [Please be specific. Attach extra sheets if necessary.]

E. SERVICE ACTIVITIES: [i.e. committee work, Please be specific. Attach extra sheets if necessary.]

F. ADMINISTRATION: [Position Title]

Faculty Signature:  
Date:

Date:

Chair Signature: