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 described in the course outline (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
* **Submitting records to Chairperson after the end of the semester/session**
* 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 assessment activities**
* Participating in professional development
* Attending to additional needs of the College **or** the community **as agreed upon by the faculty member in consultation with their supervisor.**

Underload: **An under load occurs when a faculty member's load is less than 12 contact hours due to cancellation of classes or insufficient enrollment. In the event of an under load, the respective administrative office** through the Division Chair **and** in consultation with the faculty member is to determine an **equivalent** alternative work assignment.

Overload: **When a faculty member's load is more than 15 contact hours, the additional course or section is considered an over load. After the Division Chair determines that a course or another section must be taught and assigns to a faculty member in addition to his/her full teaching load, an overload agreement is to be made after the core 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. **In determining an overload for a Division Chair, refer to Section VIII 5.i of Personnel Policy and Procedure Manual.**

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. **Only faculty members with a satisfactory performance evaluation rating and those who have completed the one (1) year probationary period can teach an overload.** The President or designee must approve exceptions. The overload rate for more than 4 preparations per semester within his/her required teaching load of 15 contact hours is to be compensated for each contact hour of the course requiring additional preparation. [**A faculty member is to be compensated for each contact hour of the course requiring the fifth 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 also responsible for reviewing recommendations for exceptions to the standard workload from the **Director of Academic Programs, State Campus Directors or Instructional Coordinators** and for recommending their approval/disapproval to the President. The VPIA is responsible for approving final class schedules.

It is the responsibility of the **Director of Academic Programs at the National Campus and Instructional Coordinators at the state campuses** 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 Instructional Coordinator** certifies that his/her responsibilities have been executed.

The **Director of Academic Programs at the National Campus, Instructional Coordinators at State Campus and the Division Chairs consult** with the faculty member **for** input at their respective sites. The **Director of Academic Programs and the**

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State Campus Instructional Coordinators are responsible for finalizing the class schedule and submitting it to the VPIA **including documentation as necessary to justify an exception to the standard workload requirement.**

It is also the responsibility of the **Division Chairpersons to prepare an official report of the workload assignments of all faculty members teaching in their Division each semester with signatures to 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 at the National Campus, the Instructional Coordinators and Division chairs at all the sites in consultation with their faculty. The workload may include faculty members assigned to non-instructional activities as part of their teaching assignments**

The Division **Chairs at the National Campus or Instructional Coordinators at State Campuses and their faculty members** are to finalize in writing the workload report for each semester **by the end of the first full week of classes. This report is to be submitted to the VPIA by the third day of the following week.**

A faculty member may also be offered an overload if a course must be taught and a faculty member without a full load is not available. A faculty member's workload may be adjusted during registration if the circumstances dictate. A special contract is to be entered into for the overload.

Condition

The **total number of students in an instructor's ESL writing class and/or English composition may not exceed 80 students unless mutual within consent is obtained.** For a class to be designated **ESL writing or** 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 **reserves the** right to assign day and evening instructional hours.

Office Hours

Instructors are to include their office hours in the course **syllabi, post it** 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 at the **National Campus or Instructional Coordinators at the State Campuses** will determine maximum class size **in reference to benchmark (when available).**

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 six (6) to twelve (12) contact hours per semester depending on the number of faculty (including part-time faculty) supervised. (see Section VIII Compensation and policies and practices & 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 (1) 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.

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 IEI) 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.

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