

## **2.73 – Full-time Faculty Workload and Expectations**

### **A. Purpose**

Establish the college's workload and job duty expectations for full-time faculty members.

### **B. Policy**

The college maintains workload standards and expectations for full-time faculty members.

### **C. Procedures**

#### Teaching Workload

All full-time faculty are classified as exempt employees. Full-time faculty will be assigned a minimum teaching load per semester, based on employment agreement length and job description requirements. Full-time faculty will also provide five (5) posted office hours per week for student contact.

Designated academic affairs personnel will assign all teaching duties and schedules related to their area of oversight. Faculty may be required to teach a combination of days and/or evenings, at different locations, and/or in a variety of modalities. Schedules should be equitably based, taking into account clinical hours, lab hours, and other modes of instruction.

When the teaching load exceeds the assigned minimum load required to fulfill the full-time faculty member's employment agreement, additional compensation will be provided. For credit-based courses, overload pay for those additional teaching assignments will be compensated at the appropriate adjunct rate. Short-term training programs, beyond the faculty member's minimum load, will be compensated at a predetermined rate. Credit by exam, independent study, or internship sections will not be utilized in calculating teaching load.

Modification of workload and/or compensation requires written approval from the vice chancellor for academic affairs and will be placed on file in the Office of Human Resources.

#### Job Duty Expectations

A full-time faculty member's primary responsibility is providing daily instruction that demonstrates high academic standards, quality, and excellence. Full-time faculty members are expected to represent the college appropriately to the public and demonstrate integrity in all aspects of their job performance. This includes appropriate modeling for students in personal demeanor and appearance.

The work week typically includes a daily presence on campus when classes are in session or at required sites for clinical hours, laboratories or practicums. Variations may exist for full-time faculty teaching in hybrid or online programs.

Modification to the typical work week is subject to the approval of the vice chancellor for academic affairs. If approved, the modification will be placed on file in the Office of Human Resources.

#### Other Obligations

Full-time faculty members are expected to perform other duties on campus in addition to the instruction/office hour components. The standard condition of employment requires that full-time faculty participate in all assigned and/or appropriate committee meetings, professional development activities, and commencement ceremonies. Absence from any of these activities requires written administrative approval.

### **D. Definitions**

N/A

**E. Authority**

This policy is maintained under the authority of the vice chancellor for academic affairs

**F. Related Policies**

3.05 Evaluation and Performance

**G. Implementation**

Policy approved and adopted by the Board of Trustees on 10/14/2019.

Purpose, procedures, and definitions approved and adopted by the Cabinet on 10/01/2019. Set for review in **fiscal year 2025-2026**.