

TCSG 4.1.8.p: SCTC Procedure Faculty Workload Procedure

Introduction

Southern Crescent Technical College's (SCTC) faculty workload procedure is consistent with TCSG Policy 4.1.8, Instructional Staff Work Assignments.

SCTC desires to implement a faculty workload procedure that promotes student learning and is consistent with the institutional mission. Commensurate with this goal, and vital to its achievement, is the fair and equitable treatment of faculty members in a work environment that fosters creativity, innovation, and the academic freedom to develop and deliver courses and curricula that meet the needs of SCTC's students and the larger community that SCTC serves.

Among the perceived strengths of the learning experiences provided by the college are small classes, high-impact teaching methods, technologically enhanced curricula, and meaningful student-faculty interactions in traditional, hybrid, and virtual classrooms.

Work Week

In accordance with TCSG policy, SCTC faculty members will work a minimum of 40 hours per week. Faculty members' work hours will be divided between academic activities and college service activities. Because courses are offered both day and night, faculty work schedules can be flexed throughout the workweek.

Determining Workload

SCTC faculty members will maintain a teaching load that allows for effective, quality instruction as well as ample time allocated to course development, student advisement, grading, professional development, community involvement, and college service. Academic deans are responsible for determining and assigning equitable teaching loads within their respective areas, and teaching loads will be assigned with consideration of the following productivity parameters:

- Type of classes (lecture, lab, clinical, internship, etc.)
- Delivery method (web-enhanced, hybrid, online, etc.)
- Number and type of preparations
- Advisement load
- Section or class size
- Time and location of the classes
- Budgetary considerations
- Assigned number of credit hours
- Overall annual teaching load
- Other documented and consistently administered / approved considerations

Faculty Workload

SCTC defines a faculty member's workload as the sum of academic activities and college service activities.

Academic activities include teaching courses, planning for current courses, developing highimpact teaching methods, holding office hours, advisement, faculty meetings, preparing

instructional materials, revising curricula, maintaining lab equipment, maintaining records, professional development, and other instructional activities as assigned.

College service activities may include any of the following activities: completing administrative activities, mentoring faculty members, budget planning, advisement of student organizations, program advisory committees, accreditation activities, standing and ad-hoc committee assignments, staff development, and community relations.

Scheduling

Faculty work assignments and teaching schedules are created to provide an instructional program designed to meet the variety of education and training needs of the college's service area. In general, faculty schedules are flexible in order to be responsive to student, program, and college needs. Teaching assignments will be scheduled during the college's normal, published operating hours.

Faculty members are responsible for the initial development of the semester course schedule in consultation with the program coordinator and department chairperson. All schedules are subject to approval by the appropriate dean.

NOTE: If a faculty member's teaching schedule needs to be altered to meet departmental needs, every effort will be made to schedule contiguous work hours, and split schedules will be avoided. Teaching assignments may be at any of the college's sites or online. However, unless a faculty member prefers to split his or her workday among multiple campuses, every effort will be made to limit multiple campus assignments on any given day.

Teaching Workload

SCTC faculty members are categorized as teaching either a straight credit course load or a mixed credit course load.

Straight Credit Course Load. Faculty members teaching straight credit (no lab, clinical, etc.) courses will carry a maximum credit hour teaching load of no more than 54 semester credit hours per academic year broken down as follows: 21 semester credit hours during fall semester and during spring semester. In addition, faculty members will teach 12 semester credit hours during summer semester. Instructors teaching 7 Straight Credit Courses and who have 175 or more students in those classes will be allowed to telework on Friday morning. If an instructor is teaching a Friday class or because of an evening class is not working on Friday morning, that instructor may choose a four hour period to telework with the approval of the dean.

Mixed Credit Course Load. Faculty members teaching mixed credit courses that include labs, clinical, etc. will carry a semester hour teaching load of approximately 10 – 16 semester hours per fall and spring semester and 5 – 10 semester hours per summer semester. Faculty members teaching more than one class in the same time period will be credited with the course with the most semester credit hours.

Special Considerations

Addendum Agreements. For various administrative reasons, full-time faculty members may be asked to teach an additional course beyond their regular teaching load. The additional load is called an addendum and is voluntary. The College does not require full-time faculty members to teach classes outside of the normal teaching load. Full-time faculty members may request to Faculty Workload Procedure, p.3

teach an additional course beyond their regular teaching load; requests are considered on a case-by-case basis.

Additional Responsibilities. Either release time from teaching duties or additional compensation may be offered in order to accomplish program, division, or college objectives. Release time or additional compensation must be approved by the academic dean and vice president for academic affairs.

Clinical Supervision. Clinical supervision in health programs is scheduled for a maximum of eight (8) hours per day.

Department Chairs. The optimal teaching load for a department chairperson is 15 contact hours (15 semester credit hours) per week during fall and spring semesters and 12 contact hours (12 semester credit hours) during summer semester. The balance of the department chairperson's work hours is devoted to academic, administrative, and college service activities. However, Department Chairs may be asked to teach additional contact hours depending upon the need of the college.

Flexible Scheduling. Recognizing the importance of exposing day and evening students to SCTC's full-time faculty members, full-time faculty members are encouraged to offer both day and evening sections as their schedules permit. Faculty members who teach evening classes may flex their work schedules throughout the remainder of the workweek. Work schedules are subject to approval by the dean and vice president for academic affairs.

Fridays. Faculty members who teach at least one evening class per semester, upon approval of the appropriate Dean or Vice President may not be required to work on Fridays if they otherwise meet their 40-hour workweek obligation. Work schedules are subject to approval by the dean and vice president for academic affairs. NOTE: Faculty members electing not to work on Fridays may be required periodically to come to campus for special events and meetings.

Program Coordinators. The optimal teaching load for program coordinators is 18 contact hours per week or 18 semester credit hours. Some program coordinators may be loaded with fewer contact / credit hours depending on program needs. The balance of the program coordinator's work hours is devoted to academic, administrative, and college service activities. However, Program Coordinators may be asked to teach additional contact hours depending upon the needs of the college.

Teaching Loads below Normal. If a faculty member's teaching load falls below normal, additional duties may be assigned to the faculty member at the discretion of the administration to bring the workload up to the normal full-time load. If a faculty member's teaching load consistently falls below normal, that faculty position may be subject to further review and action.