

**POLICY
BOARD OF TRUSTEES
MAYLAND COMMUNITY COLLEGE**

Title: FACULTY & INSTRUCTOR WORK LOAD POLICY

Type: ACADEMIC

POLICY NO: 1.021

Policy Adopted:

EFFECTIVE DATE: 6-10-13

September 3, 1987

**AMENDED DATE: 8-8-94; 4-12-99; 2-12-01; 6-10-02;
2-17-04; 10-6-08; 5-10-10; 2-14-11; 7-09-12; 6-10-13**

***Charles Ronald Kates*
Chairman**

**AUTHORITY: N.C.G.S. 115D-20 (7)
1C SBCCC 300.97; SACS 3.7.5**

A. Curriculum Faculty Workload and Responsibilities

The primary responsibility for the quality of the educational program resides with the faculty. The interaction of faculty members with their students represents the essence of the educational process. Curriculum faculty responsibilities may include classroom and/or distance education instruction, academic advising, curriculum development/review/revision, committee membership, recruitment, guidance of student organizations, student retention, professional development, and community service. Moreover, faculty members, through their participation in the Faculty Association, college committees, and departmental meetings, are responsible for providing guidance in academic and governance matters of the institution. In order to fulfill their responsibilities, full-time faculty members shall work a minimum of 40 hours per week during the day and/or evening, weekdays and/or weekends. Work hours may include, but are not limited to: class contact hours; office hours; travel time to and from classes, labs, clinicals, etc. scheduled off campus; preparation time; time spent grading assignments; academic advisement; committee assignments; assessment of student learning; etc.

Full-Time Contracts – All full-time curriculum faculty members will have a nine month contract. Those faculty who teach year-round will have an additional three month contract. Full-time curriculum faculty may be given an additional contract to meet the needs of the college, such as for convocation, days prior to the start of a semester, etc. In some situations full-time nine-month curriculum faculty may be given an adjunct contract for coursework taught during summer term.

Full-Time Teaching Load -- Curriculum faculty members shall teach either 18-21 credit hours, 24-32 contact hours each week, or a total of 330-340 contact hours for each semester during fall and spring semesters. In addition, in order to provide for effective student advising, faculty members will maintain designated office hours each week which are to be posted on loadsheets. Full-time curriculum faculty members should be on campus a minimum of 32 hours per week spread over 5 days. Exceptions to this must be approved by the Vice President of Instruction and Student Development. The minimum teaching load for fall and spring may be averaged over those two semesters. A faculty member's minimum teaching load may be achieved through instruction of curriculum, continuing education, Basic Skills, and/or HRD classes. A faculty member who does not have a minimum teaching load after averaging fall and spring semesters will be assigned additional responsibilities to be approved by the Vice President of Instruction and Student Development. Annual part-time faculty members will teach a minimum of three-quarters of the full-time teaching load.

Overload Compensation -- A faculty member who teaches hours that exceed the maximum number of credit or contact hours during an academic year may receive overload compensation. Factors such as

TITLE: FACULTY & INSTRUCTOR WORK LOAD POLICY

TYPE: ACADEMIC

budget limitations may prohibit the payment of overload compensation. If overload compensation is approved, payments will be paid in spring semester for faculty members who have taught over 42 credit hours, 64 contact hours for both fall and spring semesters, or a total of 680 total contact hours. Overload compensation will not be paid for less than 1.0 overload hours. Overload payments will be based on the adjunct faculty compensation matrix. In addition to the number of hours/credits taught the average number of students served in all classes may be considered in approving overload compensation. Any faculty member receiving release time, a reduced workload, or educational leave will not be eligible for overload compensation.

Exceptions to the faculty loading policy must be approved by the Vice President of Instruction and Student Development, taking into account such factors as number of students taught, distance education load, additional college/community involvement, consideration of other departmental needs, etc.

Adjunct Curriculum Faculty

Adjunct curriculum faculty may teach up to, but not exceed, 21 contact hours each term.

B. Non-Curriculum Full-Time Instructor Work Load

1. Continuing education full-time instructors teaching in correctional facilities will teach a minimum of 33-35 contact hours per week depending on the needs of the facility and the needs of the College. Continuing education correctional full-time instructors will be accountable for other related duties, such as lesson planning, paperwork completion, staff meetings, etc. for a total minimum of 40 hours per week.
2. Adult Education full-time instructors who teach contact hour classes will teach a minimum of 33 to 35 contact hours of instruction regardless of location taught and will spend the remaining 5 to 7 work hours each week on lesson planning, paperwork completion, staff meetings, and other duties for a minimum of 40 hours per week. Annual part-time Adult Education instructors who teach contact hour classes will teach 28 to 30 contact hours of instruction regardless of location taught and will spend the remaining 5 to 7 work hours each week on lesson planning, paperwork completion, staff meetings, and other duties for a minimum of 35 hours per week.

Non-Curriculum Adjunct Instructor Work Load-- Part-time continuing education and adult education instructors may teach up to, but not exceed, 29 hours each week.

C. Release Time

Release time from teaching duties may be provided for faculty members by the Vice President of Instruction and Student Development in order to accomplish objectives important to the Instructional Services Division of Mayland Community College. Release time may be provided in order for faculty members to conduct special curriculum development assignments, for program accreditation self-studies, for distance education course development or adaptation, and/or for other instructionally related duties. Release time must be approved each academic term by the Vice President of Instruction and Student Development.