I. **POLICY**

According to the Technical College System of Georgia’s State Board Policy III.R. Instructional Staff Work Assignments, all full-time instructors shall work a minimum of 40 hours each week. Faculty teaching loads during the academic year may include such combinations of online and traditional (day, evening, weekend) classes as the needs of the college require. The forty (40) hour work week includes both teaching and administrative hours. Administrative duties may include, but are not limited to, the following: advisement, conferencing with current/prospective students, recruitment, program accreditation oversight, report submissions, budget management, academic record keeping/reporting, and committee service.

II. **APPLICABILITY**

This procedure applies to all full-time instructors at Ogeechee Technical College.

III. **RELATED AUTHORITY**

TCSG State Board Policy III.R. Instructional Staff Work Assignments

IV. **DEFINITIONS**

**Faculty Teaching Load:** Responsibilities assigned to an OTC faculty member.

**Semester Credit Hour:** In accordance with federal requirements, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency. Semester credit hours are determined by the number of lecture, demonstration lab, or practical lab contact hours.

**Contact Hour:** Fifty minutes of supervised instruction not including appropriate breaks.

**Contact Hour:** Laboratory/Clinical/Practicum/Internship: Fifty minutes of educational activity with students conducting experiments, perfecting skills, or practicing procedures under direct supervision.

**Office Hours:** Amount of required time designated by the college administrative staff that faculty spend in their office to accomplish certain responsibilities, for example, advising program students.
Preparation: Instructional planning for a specific course in which a faculty member selects the content, resources (including technology), learning activities, and teaching methods to support learning and maintain student engagement.

V. ATTACHMENTS
Exhibit: Faculty Workload Report Form
Exhibit: Request for Work Assignment Adjustment

VI. PROCEDURE
Faculty Work Week
The requirement for instructors to work a minimum of forty (40) hours per calendar week includes authorized time-off for approved leave as well as designated State holidays. Meal periods are unpaid and shall not be considered “hours worked” for the purpose of meeting this obligation.

Faculty Workload
Faculty workloads should allow for effective and efficient teaching. In determining faculty load, academic deans shall take into consideration the following factors: course content and complexity, type of instruction, number of class preparations, expertise of the instructor, student advisement load, planned faculty development activities, planned accreditation activities, committee assignments, and other activities which help the College achieve its stated mission. Faculty teaching loads during the academic year may include such combinations of online and traditional (day, evening, weekend) classes as the needs of the college require.

The full-time instructor’s optimal teaching load will be 15 – 20 credit lecture hours per week and/or 15 – 30 contact hours per week; or up to 60 credit lecture hours and/or 90 contact hours annually.

Faculty members are expected to arrange their schedules so as to be available on campus to work with individual students, to participate in student advisement and registration, to contribute to college committees, and to complete any additional professional duties and responsibilities. As professionals, faculty members should recognize that the College requires them to complete tasks that go beyond their activities in the classroom and that many of these activities require their presence on and off campus: for example, recruitment. General Education faculty members are not assigned advisees but may be given additional responsibilities in assisting with the registration process.

The academic deans are responsible for assigning schedules in a consistent, reasonable, and academically appropriate manner. Programs which need concurrent classes to best meet the needs of the students are limited to a maximum of four concurrent classes which have different course titles and descriptions but which are taught by the same instructor within a block of time. This block will count as one section in determining contact hours and preparations. Enrollment in these concurrent classes
may be limited and lab assistants may be hired to allow faculty members to better accommodate the needs of the students.

The Deans for Academic Affairs approve the teaching schedules in their areas. Once the teaching schedules are developed and approved, the Deans complete the Faculty Workload Report Form and submit it to the Executive Vice President for Academic Affairs for review.

**Faculty Office Hours**
Faculty members are expected to provide individual academic advising and academic assistance to students outside of the classroom. Full-time teaching faculty members are required to schedule a minimum of five (5) office hours per week and are scheduled at times and locations which will maximize the opportunity for student contact including drop-in visits. The remainder of the time should be used to complete additional duties and responsibilities, to include individual planning and preparation for classes.

**Faculty Workload Adjustments**
Faculty teaching loads shall be calculated for the academic year. Compensation shall not be made for a teaching load in excess of the “normal teaching load” except when an overload has been requested, approved by the academic dean, and authorized by the Executive Vice President for Academic Affairs. Excessive teaching assignments, committee assignments, outside employment, and other activities which would encroach upon the teaching effectiveness of any faculty member should be minimized.

Deans will submit a Request for Work Assignment Adjustment form to the Executive Vice President for Academic Affairs for reductions or increases in the faculty teaching load for individual faculty members. These adjustments are to take into account exceptional responsibilities or external factors (e.g., accrediting agency guidelines or clinical/practicum site visits) which could alter an instructor’s teaching load. Academic deans shall submit such requests to the Executive Vice President for Academic Affairs prior to the beginning of the term for which the request is made. An underload in one semester may be compensated for by an overload in another semester.

**VII. RECORD RETENTION**
Completed Faculty Workload Report Forms and Request for Work Assignment Adjustment forms will be retained in the offices of the Executive Vice President and Deans for Academic Affairs.