

# PROCEDURE:

## 4.1.8p1. Faculty Workload

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*Adopted: August 20, 2011*

### I. **PURPOSE**

According to the Technical College System of Georgia's State Board Policy 4.1.8p. 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. **RELATED AUTHORITY**

State Board Policy 4.1.8p. Instructional Staff Work Assignments  
Ogeechee Technical College Procedure 5.1.2p2. Credit Hour

### III. **APPLICABILITY**

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

### IV. **DEFINITIONS**

**Faculty Teaching Load:** Teaching 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**

Faculty Workload Report Form  
Request for Work Assignment Adjustment

## **VI. PROCEDURE**

### **Faculty Work Week**

The requirement for instructors to work a minimum of forty hours per calendar week includes authorized time off for approved leave as well as designated State holidays. Meal periods are unpaid and are 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 consider 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 hybrid, 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 lecture contact hours or 15 – 30 lecture/lab contact hours per week.

Clinical, practicum, or internship courses that involve visits to the sites will be included in a faculty's teaching load. Contact hours will be assigned based on the course enrollment, number of clinical sites, distance of clinical sites from the college, and

frequency of visits. The chart below will be used as a basis for determining the number of weekly contact hours for clinical, practicum, and internship courses.

<u>Enrollment</u>	<u>Contacts</u>
1-3	1
4-6	2
7-9	3

The academic dean may approve contact hours in addition to the above scale for programs requiring more frequent site visits or travel to sites outside of the service delivery area.

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 generally assigned advisees but may be given additional responsibilities in assisting with the registration process.

Faculty members may teach courses other than credit courses upon approval by the academic dean. In such a case, these courses should be in addition to the faculty's regular workload and outside of regular work hours. The dean may not approve additional teaching responsibilities due to the teaching load or other academic responsibilities. The academic deans are responsible for assigning schedules in a consistent, reasonable, and academically appropriate manner.

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 and Student 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 office hours per week 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 are calculated for the academic year. Compensation will not be made for a teaching load in excess of the normal teaching load except when pay for an overload has been requested, approved by the academic dean, and authorized by the

Executive Vice President for Academic and Student 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.

Academic Deans will submit a Request for Work Assignment Adjustment form to the Executive Vice President for Academic and Student 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 will submit such requests to the Executive Vice President for Academic and Student Affairs prior to the beginning of the term for which the request is made. A teaching load under the minimum requirement in one semester may be compensated 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 for Academic and Student Affairs.