



## **Faculty Load, Roles and Responsibilities Policy:**

*Approved By and Date:*

*Board of Trustees, 12-11-2017*

*Executive Leadership Team, 11-16-2017*

**Faculty are those positions involved in direct instruction whose assignments require either an advanced degree or specialized training and experience. In order to accomplish its mission, the College will maintain a full-time faculty base which will provide instruction for a minimum of 50% of all sections of credit classes offered. Faculty roles and assignments are designed to help the College accomplish its mission, which focuses on student access, success, and completion.**

## **Faculty Load, Roles and Responsibilities Procedures:**

*Approved By and Date:*

*Executive Leadership Team, 5-21-2019*

### **Full-time Faculty:**

Full-time faculty are benefit-eligible positions that are contractual and will have a 9, 10, 10.5, 11, or 12-month duration.

Full-time faculty contractual workload typically includes a teaching assignment of 15 semester credit hours for each fall and spring semester, and seven hours of office time that may include, but is not limited to, service on committees, meetings, special projects, student consultation and advising, grading, class preparation, registration, commencement, and similar activities. Faculty may be required to be present on campus beyond their scheduled office hours for professional activities.

When developing their work schedules, instructors are expected to use the following guidelines:

- I. Schedule a minimum of 22 hours per week on campus (including off-campus instructional sites if applicable) regardless of the mode of delivery of their classes. Overload classes are in addition to this total.
  - A. Schedule a minimum of 15 credit hours of class time over the course of the semester.
  - B. Identify seven hours of office time each week.
    1. Generally, these are during regular working hours (7:45 a.m.- 5:00 p.m., and until approximately 7:00 p.m. at KC – Longview). Deans may approve exceptions, such as evening office hours for those teaching evening classes.
    2. Instructors are expected to distribute their office hours throughout the regular work week.

3. Three of the seven office hours are expected to be scheduled between 8:00 and noon on Fridays.
  4. Instructors are expected to schedule a minimum of one hour per week of office time in a tutoring lab, the library, or another teaching/learning venue to facilitate student success.
- II. Instructors are expected to be available to respond to students' electronic communication outside of scheduled office hours.
- A. If a student contacts an instructor on Sunday through Thursday, the instructor is expected to respond to the student within 24 hours.
  - B. Because students taking courses with an online component often work on assignments during the weekend, instructors teaching online or hybrid courses are expected to respond to students' electronic communication at least once in the middle of the weekend.
  - C. Instructors are expected to communicate to their students when they will respond to electronic communication.

A normal teaching assignment may include evening, weekend, and/or online classes, as well as classes at off-campus instructional sites.

The vice president of instruction, in consultation with the division deans, will establish equivalent teaching assignments for lab hours, self-paced instruction, and other nontraditional modes of instruction as needed.

Schedules, and any exceptions to the procedures listed above, are subject to approval by the applicable dean and department chair.

#### Adjunct Faculty:

Adjunct or part-time faculty are typically non-benefit eligible positions which are classified as at-will hired on a semester-by semester basis. A part-time instructor's workload is a maximum of the equivalent of 9 on-campus instructional hours per week. A part-time instructor's workload will include preparing for and teaching assigned classes, providing consultation to students, conducting examinations, and submitting grades to the college.

Adjunct faculty are expected to respond to students' electronic communication with the same promptness as full-time faculty. (See expectations above.)

Adjunct faculty may be eligible to participate in the group benefits program as an employee if the faculty member:

1. receives compensation for services rendered to a public institution of higher education as an adjunct faculty member;
2. has been employed as a faculty member by the same public institution of higher education and has taught at least one course in each regular fall and spring semester at the public institution of higher education in each of the preceding three academic years; and
3. is scheduled to teach at least 12 semester credit hours in the academic year of coverage.

The vice president of instruction, division deans, and other instructional leaders are responsible for monitoring compliance with this policy and accompanying procedures.