



Faculty Load, Roles, and Responsibilities

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Approved by and date:

Board of Trustees 12/11/2017

Executive Leadership Team 11/16/2017

Policy:

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.

Procedures:

Approved by and date:

Executive Leadership Team 08/29/2018

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 is a minimum of 30 hours each week on campus, which typically includes a teaching assignment of 15 semester credit hours for each fall and spring semester, and campus 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. The performance of these activities may vary for nontraditional instruction such as distance learning, which may not require on campus instruction.

When developing their work schedules, instructors will use the following guidelines:

- a. Schedule a minimum of 30 hours/week. Overload classes are in addition to this total.
- b. Identify in-class hours. If instructors' regular load hours are more than 15 clock hours, they should work with their dean regarding how to adjust office and/or on-campus hours.
- c. Identify 10 hours of office time.
 - 1) Generally, these are during regular campus working hours (7:45a.m.-5:00 p.m., and until 7:00 p.m. at KC – Longview). Deans may approve exceptions, such as evening office hours for those teaching evening classes.

- 2) Three virtual office hours may be approved by the dean for those teaching online courses.
 - 3) Office hours will be scheduled in both mornings and afternoons.
 - 4) At least one hour twice a week will be scheduled after 1:00 p.m.
 - 5) The schedule should include at least two hours of classes and/or office time on Friday.
- d. Identify five hours of other on-campus hours.
- 1) Instructors will be available to their supervisor by phone during these hours.
 - 2) Generally, these are during regular campus working hours (7:45 a.m.-5:00 p.m., and until 7:00 p.m. at KC – Longview).
 - 3) Thirty minutes/day (or the equivalent of 2.5 hours/week) may be in the Parks Fitness Center (or at the First Baptist Church Recreational Outreach Center for KC – Longview).
 - 4) Hours may include time in the library, cafeteria, sports grill, KC – Longview snack bar, etc.

Instructors are encouraged to consider using office or other on-campus hours to assist students in Kilgore or Longview tutoring labs or to conduct group study sessions at various locations on campus.

A normal teaching assignment may also include evening and/or weekend classes.

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.

Exceptions to instructor work hours must be cleared by the appropriate dean.

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

- a. receives compensation for services rendered to a public institution of higher education as an adjunct faculty member;
- b. 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
- c. 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.