



Title:	Faculty Workload Policy
Effective Date:	6/1/2015
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Office:	Academic Affairs

Faculty Workload Policy

Purpose

Northshore Technical Community College has established workload requirements that allow for full-time faculty members to fulfill their teaching duties, as well as other College obligations such as committee assignments, class/lab preparation, participation in College Convocation and other faculty meetings, registration and advising, curriculum development and revision, college and programmatic accreditation activities and attendance at Commencement exercises.

Scope and Applicability

This policy and procedures memorandum applies to faculty teaching credit courses: 9-Month Faculty; 10-Month Faculty; 12-Month Faculty; Temporary Full-Time Faculty; and Grant Employees who are in grant positions comparable to full-time faculty teaching credit courses. Student enrollment minimums are determining factors in course delivery in any given semester. Each Academic Year the College Administration will provide recommendations on course section minimum enrollments, course enrollment caps, and replicating course sections that each Associate Provost uses in collaboration with Deans of Campus Administration. The Provost and Vice Chancellor of Academic Affairs has authority to override course section minimum enrollments when there is an extraordinary circumstance presented and gives reason to continuing the course section when minimum course section enrollment is not met for defined term.

Definitions

1. **Face-to-Face Courses:** Course delivery that is delivered 100% in person and synchronous at one site or location.
2. **Hybrid Courses:** Course delivery that combines face-to-face classroom instruction (synchronous) with online activities (asynchronous) with a reduced amount of physical seat time for students.
3. **Online Courses:** Course is delivered asynchronously using the college's learning management system. The instructor and students are fully engaged in the learning process. The instructor is a frequent presence in the course and provides timely feedback. Online courses are NOT correspondence courses. Online course sections are capped at 30 students and course sections exceeding 30 students are considered new course sections.



4. **Teleconferencing Courses:** Course is delivered synchronously in one or more locations with one instructor. The instructor utilizes college provided tools and software to offer a class at more than one location.
5. **Independent Study Courses:** Each student seeking an independent study course must have a written agreement for such study with a faculty member competent to direct the study topic on the basis of their training and experience. The agreement must include: specific topic, subject, and problem to be investigated; minimum number of meetings between the faculty member during the term in which the study is to occur; the basis for evaluating the student effort; and approval of the Dean of Campus Administration and the Provost & Vice Chancellor of Academic Affairs.

Guidelines

A. Work Week

In accordance with Louisiana Community and Technical College System policy, the College has established a 40-hour work week for all full-time faculty members. Of those 40 hours, it is understood that some faculty work is done outside the office such as in libraries and laboratories as well as at off-campus sites. During fall and spring semesters, the College expects instructional faculty to be on campus (including instructional or practicum site) at least 4 days per week. Of these 40 hours, 25 hours are devoted to lecture, lab, and posted office hours distributed at times convenient for students. The remaining 15 hours are devoted to fulfilling other College obligations such as committee assignments, class/lab preparation, participation in College Convocation, participation in Commencement and other faculty meetings, registration and advising, and curriculum development and revision.

Full-time faculty members are required to post 10 office hours per week. These office hours must be at times convenient for students and must be at least 30 minutes in length. In a situation where a faculty member teaches more than 15 contact hours, as part of a regular load, teaching contact hours and office hours are to total 25 hours with no fewer than 5 office hours.

Faculty members teaching during the summer session are required to post 2 office hours per course. These office hours must be at times convenient for students and must be at least 30 minutes in length.

B. Workloads

1. Division of Academics Faculty

A 100% workload is 15 contact hours per week (15 credit hours total for fall or spring semester) of engaged teaching and direct supervision of lab activities. Each 3-contact hour course generally constitutes 20% of a full-time workload. In certain cases, a faculty member may be required to teach over 100% workload in a given semester. This case will result in faculty being compensated for this overage. In other cases, a faculty member may not have a 100% workload in a given semester. This case will result in faculty having



increased work hours per week in duties outside of engaged teaching and direct supervision of lab activities to satisfy a 40-hour work week. In cases where a faculty member may be required to teach over 100% workload in a given semester, a written rationale for all exceptional schedules will be kept on file by the appropriate Associate Provost and Vice Chancellor of Academic Affairs and Provost.

a. Lecture Hour Equivalency Guidelines

For the General Education courses only, laboratory credit hours are three times the contact hours of lecture credit hours and must be converted to Lecture Hour Equivalents. Where laboratory credit hours occur within the Division of Academics, a laboratory credit hour will be equal to three lecture credit hours when calculating a Division of Academics faculty workload. The Lecture Hour Equivalency for a laboratory credit hour is a ratio of 3:1 and must be approved by the Associate Provost of Academics.

For the General Education courses only, the development of new courses that includes but not limited to course description, learning outcomes, textbooks, open educational resources, learning management templates, and semester outlines generates a half of a credit hour. The new course must not exist in the College Catalog at the time of creating the new course. The Lecture Hour Equivalency for a new course development is a ratio of .5:1 and must be approved by the Associate Provost of Academics.

For Online courses only, the development of online course content ready for 100% online delivery includes but not limited to open educational resources, learning management templates, etc. generates a quarter of a credit hour. The development of online course content ready for 100% online delivery must not exist in the learning management system nor course commons at the time of developing the online course content ready for 100% online delivery. The Lecture Hour Equivalency for developing online course content ready for 100% online delivery is a ratio of .25:1 and must be approved by the Associate Provost of Academics.

Instructional Facilitator Courses where the Faculty of Record oversees an Instructional Facilitator as described in the Faculty of Record Policy are valued at one Lecture Hour Equivalency no matter the credit hour value of the actual course.

Cross-Listed Courses where courses have an identical faculty member, class time and day, and semester are valued at the credit hours of one singular course.

Independent Study Courses where courses are individually taught between a faculty member and a student are not included in a faculty member's workload.



2. Division of Health Sciences & Nursing & Division of Technical Studies Faculty

A 100% workload is 30 contact hours per week of engaged teaching and direct supervision of lab activities. In certain cases, a faculty member may be required to teach over 100% workload in a given semester. This case will result in faculty being compensated for this overage. Contact hours for practicum and cooperative education courses will be determined by the respective Associate Provost in accordance with program and accreditation requirements. Due to the small course section size and proportionately large lab component in some program area courses, instructors are allowed to schedule and teach concurrent courses when necessary if those sections are still able to provide all necessary teaching and learning elements. Instructors who need to teach in such an arrangement are limited to a maximum of four concurrent courses. Comprehensive course curriculum plans containing assignments and procedures for all course requirements must be available for all courses that are offered simultaneously. In cases where a faculty member may be required to teach over 100% workload in a given semester, a written rationale for all exceptional schedules will be kept on file by the appropriate Associate Provost and Vice Chancellor of Academic Affairs & Provost.

C. Course Release

1. Course release for faculty includes but not limited to activities with administrative duties, accreditation, academic support, or extraordinary circumstance to support the mission of the College.
2. Course release does not relieve a faculty member from other responsibilities to the College, including advising, serving on committees, division or departmental meeting, etc. In other words, two course releases do not constitute a sabbatical term, and faculty members are expected to continue to carry out their other duties during the term in which they have a course release.
3. All faculty seeking release from their normal teaching obligation must complete the Faculty Course Release Form prior to any reduction in course load. No release-time will be granted unless, and until, the Faculty Course Release Form is fully approved by the Associate Provost or equivalent.
4. Course releases should be granted on an annual basis and not extend for more than one academic year without additional approval. Course releases documented within job descriptions are considered permanent and do not require annual approvals.

Calculation of Overload Pay

A. Contract Pay in Fall and Spring Semesters

Contract pay is determined by the number of contact hours and requires approval from the Associate Provost and Vice Chancellor of Academic Affairs and Provost. If a faculty member teaches courses that are above a full-time workload, it is sometimes necessary to have an additional adjunct contract. In this case, the contract will be paid based on contact hours above the full-time load. Full-time faculty may contract to teach up to 40% over a full-time load. In special circumstances, a faculty member may be allowed to teach more than a 40% contract load with the



approval of the Associate Provost. For the Division of Academics only, the Lecture Hour Equivalency Guidelines apply for Summer Semester Pay.

B. Summer Semester Pay

1. Division of Academics Faculty

A 100% workload for the eight-week summer semester is 17 contact hours per week (9 credit hours total for summer semester) of engaged teaching and direct supervision of lab activities or its equivalent. Nine (9) month faculty salary for a summer semester will be based on the adjunct pay schedule. Twelve (12) month faculty are required to have a 100% workload of engaged teaching and direct supervision of lab activities or its equivalent. Summer workloads of less than 100% will be compensated at the appropriate salary on the adjunct pay schedule. Student enrollment minimums are determining factors in course delivery in any given semester. Each Academic Year the College Administration will provide recommendations on course minimum enrollments, course enrollment caps, and replicating course sections that each Associate Provost uses in collaboration with Deans of Campus Administration. The Lecture Hour Equivalency Guidelines apply for Summer Semester Pay.

2. Division of Health Sciences & Nursing & Division of Technical Studies Faculty

A 100% workload for the eight-week summer semester is 30 contact hours per week of engaged teaching and direct supervision of lab activities or its equivalent with 10 students per faculty member. Nine (9) month faculty salary for a summer semester will be based on the adjunct pay schedule. Twelve (12) month faculty are required to have a 100% workload of engaged teaching and direct supervision of lab activities or its equivalent. Summer workloads of less than 100% will be compensated at the appropriate salary on the adjunct pay schedule. Student enrollment minimums are determining factors in course delivery in any given semester. Each Academic Year the College Administration will provide recommendations on course minimum enrollments, course enrollment caps, and replicating course sections that each Associate Provost uses in collaboration with Deans of Campus Administration.

General Provisions

A. Extended-Day Assignments

Full-time faculty members may be required to teach part of their full-time load during the evening or weekend. When this is necessary, the schedule will be designed so that the faculty member does not have late evening and early morning course sections on consecutive days.

B. Supplemental Employment

Contract sections and summer teaching contracts are not guaranteed for full-time faculty members. Overload and summer contracts are assigned by the Associate Provost.



C. Prorated Supplemental Employment

Contract course sections and summer teaching contracts must meet course section minimum enrollment standards set by the College Administration each Academic Year. When course sections do not meet minimum course section enrollment, a prorated calculation is required for continuation of the course section. The prorated calculation is based on the total compensation if the course section had met the minimum course section enrollment divided by the minimum course section enrollment number then multiplied by the actual course section enrollment number. Independent Study Courses use the prorated calculation for compensation. Under extraordinary circumstances approved by the Provost and Vice Chancellor of Academic Affairs, faculty will receive the full per credit hour supplemental salary rate when the course section does not meet the minimum enrollment requirement. Prorated Supplemental Employment is not considered a Provost and Vice Chancellor of Academic Affairs override for course section minimum enrollment and must be approved by the appropriate Dean of Campus Administration.

College Obligations of Faculty Members

Full-time faculty members are expected to participate in College non-teaching activities as part of their faculty duties. These activities include, but are not limited to, the following:

A. Student Advisement, Orientation, & Registration

Student Advisement, Orientation, and Registration occurs throughout the academic year.

B. Committee Assignments

Faculty members are to participate in campus, divisional, and/or College committees.

C. Convocation and Commencement Exercises

All full-time faculty members are expected to attend Convocation and Commencement each year.

D. College and Programmatic Accreditation Activities

Accreditation occurs throughout the academic year.

Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	NTCC Chancellor/Appointing Authority	12/16/2022	06/01/2015
X	College Leadership Committee	12/16/2022	06/01/2015
X	Academic Affairs Committee	11/11/2022	06/01/2015

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