

SECTION: Personnel Policies and Procedures / Employment Work Schedule
SUBJECT: Instructor Load and Hours
SOURCE REFERENCE: Board of Trustees Policy 608.01

NUMBER: F/4.2.1

Instructor Load and Hours

The duties of an instructor are determined by the President, with the understanding that good professional judgment will be exercised. The number of preparations, the number of students taught, and the number of contact hours are considered in determining instructor loads. No distinction is made between day, extended day, weekend, evening, and off-campus programs. Personnel are employed to provide education for those enrolled, regardless of the day and time of day. Faculty teaching load is determined by credit hours/contact hours and student full-time equivalency (FTE). FTE is calculated by multiplying the number of students by the number of credit hours for courses to get the total number of credit hours. The total credit hours produced is then divided by the total number of credit hours. In fall and spring semesters:

- a full-time academic instructor must teach 15-16 credit hours with a minimum of 15 student FTE
- a full-time health science instructor must teach 24-30 contact hours per week with a minimum of 12 student FTE
- a full-time Engineering Technologies Division instructor must teach 15 credit hours with a minimum of 10 FTE
- a full-time Applied Technologies Division instructor must teach 12 credit hours with a minimum of 10 student FTE

The President determines equivalent credit hours for non-teaching assignments based on the nature of the assignment, the amount of time required in the performance of the assignments, and service to the institution.

Internship/Preceptorship/Apprenticeship Classes

Equivalent credit hours/direct student contact hours for supervision of students enrolled in credit-bearing activities such as internships, preceptorships, or apprenticeships are based on the number of students enrolled, faculty visits to instructional areas, direct supervisory responsibilities, and grading of student assignments. Faculty workload is determined by instructional division as follows:

Academics

If the instructor already has a full course load, Academic internship, preceptorship, or apprenticeship courses with 12 or more students enrolled will be paid as an overload (adjunct pay) or if less than 12 students will be compensated as an overload at the per student rate.

SECTION: Personnel Policies and Procedures / Employment Work Schedule
SUBJECT: Instructor Load and Hours
SOURCE REFERENCE: Board of Trustees Policy 608.01

NUMBER: F/4.2.1

Health Sciences

Contact hours for lecture and testing will be calculated in the customary manner. The following formula excludes programs who have an identified clinical coordinator as prescribed by accreditation standards or separate position. All other health science programs with preceptorship and apprenticeship courses will use the following formula for calculations of faculty workload in Health Sciences.

Formula: Weekly faculty contact time = number of credits for the course x student factor

Student Factor (based on students enrolled)

- 1: up to 15 students
- 2: 16 to 25 students
- 3: 26 to 35 students
- 4: 36 to 45 students
- 5: 46 or more students

Example: Instructor supervises 18 students in a 2 credit clinical rotation:
 Weekly faculty contact time = 2 credit hours x 2 = 4 hours of contact per week

Career Technical Education

Cooperative education, internships, and apprenticeship courses can be counted toward minimum contract FTE if needed. No overload will be given for cooperative education, internships and apprenticeship courses, unless approved by division chair and dean.