



Title: Faculty Workload Policy
Effective Date: 6/1/2015
Last Revision Date: 6/25/2019
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 Faculty 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

NTCC full-time faculty are categorized into one of the following divisions:

A. Division of Academics

1. **Academics Courses:** Academic courses and other equivalent courses that are intended to transfer to four-year institutions.
2. **Developmental Courses:** Developmental courses and other equivalent courses that are intended to provide remediation in specific disciplines.
3. **Online Courses:** all online courses are managed as academic courses. Online course sections are capped at 30 students and course sections exceeding 30 students are considered new course sections.



B. Division of Health Sciences & Nursing & Division of Technical Studies

1. **Technical Courses:** Technical courses and other equivalent courses that are intended to provide workforce training in specific disciplines.

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 Faculty 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 two 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 two lecture credit hour when calculating a Division of Academics faculty workload. The Lecture Hour Equivalency for a laboratory credit hour is a ratio of 2:1 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.

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.



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. 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.



Policy & Procedure No. AA-002
Northshore Technical Community College

Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	NTCC Chancellor/Appointing Authority	6/25/2019	06/01/2015
X	College Leadership Committee	6/25/2019	06/02/2015
X	Academic Affairs Committee	2/1/2019	06/02/2015

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