



Title:	Faculty Workload Policy
Effective Date:	10/01/2025
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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 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 Dean or equivalent uses in collaboration with Deans of Campus Administration. The Provost and Vice Chancellor of Academic & Student 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. Teleconferencing course sections are capped at 30 students total and course combinations exceeding 30 students are considered new course sections.

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 and Vice Chancellor of Academic & Student 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 (e.g. libraries, laboratories, and off-campus sites).

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. Faculty Measured by Credit Hour

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. 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 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 Dean, or equivalent, and Provost and Vice Chancellor of Academic & Student Affairs.



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 Dean of Academics or equivalent.

Development of new course content that includes but not limited to course description, learning outcomes, textbooks, outlines, open educational resources, learning management templates, industry-based certifications, and converting a course to a new mode of delivery generates a half of a credit hour. The new course content must not exist at the time of creating new content and must be a substantial adjustment to the course. The Lecture Hour Equivalency for a new course content is a ratio of .5:1 and must be approved by the Dean, or equivalent, and the Provost and Vice Chancellor of Academic & Student Affairs. For course content associated with online mode of delivery, additional approval is required by the Director of Online Learning.

For English courses only, supplemental credit hours serving as corequisite courses for English courses are two times the contact hours of lecture credit hours and must be converted to Lecture Hour Equivalents. Where supplement credit hours serving as corequisite courses for English within the Division of Academics, a supplemental credit hour will be equal to two lecture credit hours when calculating a Division of Academics faculty workload. The Lecture Hour Equivalency for a supplemental credit hour is a ratio of 2:1 and must be approved by the Dean of Academics or equivalent.

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. Faculty Measured by Contact Hour

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 Dean or **equivalent** 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 concurrently. 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 Dean, or equivalent, and Provost and Vice Chancellor of Academic & Student Affairs.

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 Dean 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. Overload Pay in Fall and Spring Semesters

Overload pay is determined by the number of credit hours or contact hours and requires approval from the Dean, or equivalent, and Provost and Vice Chancellor of Academic & Student Affairs. If a faculty member's workload exceeds a full-time workload, it is sometimes necessary to have an additional adjunct contract. In this case, the contract will be paid based on credit or contact hours above the full-time load. Full-time faculty may contract to teach up to 6 credit hours over a full-time load or 40% contact hours over a full-time load. In extraordinary circumstances, a faculty member may be allowed to teach more than 6 credit hours or 40% contract hours in a semester with the approval of the Dean, or equivalent, and Provost and Vice Chancellor of Academic & Student Affairs.



B. Summer Semester Pay

1. Faculty Measure by Credit Hours

A 100% workload for the eight-week summer semester is 9 credit hours 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. In extraordinary circumstances, a faculty member may be allowed to teach more than 9 credit hours or 40% contract hours in a semester with the approval of the Dean, or equivalent, and Provost and Vice Chancellor of Academic & Student Affairs.

2. Faculty Measured by Contact Hours

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. Twelve (12) month faculty are required to have a 100% workload of engaged teaching and direct supervision of lab activities or its equivalent. When Twelve (12) month faculty do not have 100% workload for a summer semester, Dean or equivalent will assign outside of engaged teaching and direct supervision of lab activities to satisfy 100% summer workload. In extraordinary circumstances, a faculty member may be allowed to teach more than 30 hours or 40% contract hours in a semester with the approval of the Dean, or equivalent, and Provost and Vice Chancellor of Academic & Student Affairs. Faculty who provides clinical instruction in the Division of Health Sciences & Nursing only require Dean, or equivalent, approval for exceeding 100% workload during the summer semester.

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 members do not have late evening and early morning course sections on consecutive days.

B. Supplemental Employment

Overload sections and summer teaching contracts are not guaranteed for full-time faculty members. Overload and summer contracts are assigned by the Dean of Campus Administration or Dean, or equivalent.

C. Prorated Supplemental Employment

Overload 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 enrollment divided by the minimum required course section enrollment



number, then multiplied by the actual course section enrollment number. Independent Study Courses use the prorated calculation for compensation. Prorated Supplemental Employment is not considered a Provost and Vice Chancellor of Academic & Student Affairs override for course section minimum enrollment and must be approved by the appropriate Dean of Campus Administration. Under extraordinary circumstances approved by the Provost and Vice Chancellor of Academic & Student Affairs, faculty will receive the full per credit hour supplemental salary rate when the course section does not meet the minimum enrollment requirement.

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, Faculty Professional Development Day, and Commencement each year.

D. College and Programmatic Accreditation Activities

Accreditation activities occur throughout each academic year.

Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	NTCC Chancellor	09/12/2025	06/01/2015
X	College Leadership Committee	09/12/2025	06/01/2015
X	Academic Affairs Committee	07/10/2025	06/01/2025

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