Full Time Faculty Workload Policy

Policy

The college recognizes, that in developing a comprehensive nature it must ensure courses and programs are adequately staffed by appropriately qualified and experienced faculty to ensure student success. Full time faculty will be required to undertake and complete teaching and direct instructional activities, provide service to students, department, division and the college and engage in research and professional development activities as part of a full workload. The three requirements are described below:

Teaching and Direct Instructional Activities

The total annual cumulative load requirements for full time faculty on 12 or 10 or 9 month contract are as set out below:

12 month faculty
- Must complete a total of 40 credit hours for the year of full time instruction during their contract. Typically 15 credit hours in Fall Semester, 15 credit hours in Spring Semester and 10 credit hours in Summer Semester and other time available will constitute 100% course load, in each semester. In occupational programs, credit load describing laboratory, specialist work experience, field work, clinical, internship, externship, industry experience or other applied requirements of an occupation represents a range of differing actual hours that depend upon combinations of programmatic requirements, industry requirements, state or federal requirements, external programmatic accreditation, access or student competency attainment. For those Instructors using competency-based instruction or compressed scheduling or preceptor clinical instruction, equivalency to 15 credit hours in regular semesters, the equivalency to 10 credit hours in the summer for the 40 credit hours total and the potential overload to a maximum of 15 credit hours (typically 6 credit hours in each of the Fall and Spring Semesters and 3 in Summer semester (including any additional load from intra or mini semester offerings in this maximum total), will be determined on a case by case basis. Recommendations will be required from the Dean in determining such equivalencies with final approval made by the Vice Chancellor.

Faculty without full loads may take paid leave to make up the difference. (A faculty member can teach no less than 25 credit hours throughout the year or can be paid no more than 15 credit hours of release time in lieu of teaching over the contract period.)
10 month faculty

- Must teach no less than 30 credit hours for the year during their entire contract. Typically 15 credit hours in Fall Semester and 15 credit hours in Spring Semester will constitute 100% course load. Additionally, faculty may elect to teach within mini semesters embedded within Fall and Spring Semesters to contribute to their required load. In academic disciplines, two laboratory hours will be equivalent to one teaching hour or credit hour. (In the event a total of 30 credit hours cannot be attained over the contract period, a summer course may be counted as part of the full time load or alternatively additional courses taught during other mini semesters in the year can be counted to load). In occupational programs, credit load describing laboratory, specialist work experience, field work, clinical, internship, externship, industry experience or other applied requirements of an occupation represents a range of differing actual hours that depend upon combinations of programmatic requirements, industry requirements, state of federal requirements, external programmatic accreditation, access or student competency attainment. For those Instructors using competency-based instruction or compressed scheduling or preceptor clinical instruction, equivalency to 15 credit hours in a regular semester and the 30 credit hours total and the potential overload to a maximum of 12 credit hours (typically 6 credit hours in each of the Fall and Spring Semesters including any additional load from intra or mini semester offerings in this maximum total), will be determined on a case by case basis. Recommendations will be required from the Dean in determining such equivalencies with final approval made by the Vice Chancellor.

- Will additionally provide specialist administrative or instructional support, typically 2 weeks prior to the start of Fall semester and two weeks after the end of Spring semester or an equivalent of 4 weeks additional support as recommended by the Dean of the Division and approved by the Vice Chancellor. Specialist Administrative support duties will involve a range of activities to support start up and closure of the academic year. This may include advising, recruiting, scheduling, report compilation, course and program development, departmental duties, special initiatives, community outreach, program professional accreditation responsibilities and other activities as directed by the Dean, Vice Chancellor or Chancellor.

- 10 month faculty can elect to teach in summer and be remunerated at the adjunct rate once their 10 month contract is fulfilled.

9 month faculty

- Must teach no less than 30 credit hours for the year during their entire contract. Typically 15 credit hours in Fall Semester and 15 credit hours in Spring Semester will constitute 100% course load. Additionally, faculty may elect to teach within mini semesters embedded within Fall and Spring Semesters to contribute to their required load. In academic disciplines, two laboratory hours will be equivalent to one teaching hour or credit hour. (In the event a total of 30 credit hours cannot be attained over the contract period, a summer course may be counted as part of the full time load or alternatively additional courses taught during other mini semesters in the year can be counted to load). In occupational programs, credit load describing laboratory, specialist work experience, field work, clinical, internship, externship, industry experience or other applied requirements of an occupation represents a range of differing actual hours that depend upon combinations of programmatic requirements, industry requirements, state of federal requirements, external programmatic accreditation, access or student competency attainment. For those Instructors using competency-based instruction or compressed scheduling or preceptor clinical instruction, equivalency to 15 credit hours in a regular semester and the 30 credit hours total and the potential overload to a maximum of 12 credit hours (typically 6 credit hours in each of the Fall and Spring Semesters including any additional load from intra or mini semester offerings in this maximum total), will be determined on a case by case basis. Recommendations will be required from the Dean in determining such equivalencies with final approval made by the Vice Chancellor.

- 9 month faculty can elect to teach in summer and be remunerated at the adjunct rate once their 9 month contract is fulfilled.

In all cases above, credit hour in excess of the total required for the year or in excess of the typical requirement in a semester is treated as overload unless the faculty member elects to carry part of this from Fall to Spring Semester only to reduce the credit hours required in the subsequent semester. Credit hours cannot be carried across an academic year. This is addressed in the policy on Faculty Workload Overloads.
Full-time faculty members are to be accountable for a forty-hour workweek.

A typical teaching responsibility consists of 15 credit hours (or the equivalent) per week, possibly in a combination of day and evening classes, as well as courses that may be offered in hybrid or online delivery formats, and the equivalent of 10 office hours. Office hours must be scheduled to accommodate students and are inherently designed for faculty-student interactions. Office hours, whether held physically on-campus or via virtual presence in online and hybrid as outlined below, which are designated for the availability of faculty to students and are exclusive of other activities or meetings in other locations, must be consistent with the times and delivery modes of the teaching schedule and must be posted within the first week of class.

The number of physical presence hours for Faculty contracted expectations shall be calculated as follows:

Base Full-Load Expectations: 25 Hours on-campus (typically 15 Instructional, 10 Office)
- Academic Dean may re-assign up to 2 Office hours per week during a given semester to Faculty to undertake regular additional student service projects for SLCC (e.g. establishing weekly ESL tutoring sessions) – in these cases re-assigned office hours must include alternative on-campus presence at Lafayette or other SLCC campus sites.

Reduction of Office Hours by # of Online or Hybrid Courses on Faculty Load:
- Each online class considered to be part of faculty load (not including additional adjunct contracted courses) shall result in Two (2) hours of reduced on-campus office hours and the number of lecture hours being taught online (e.g. a Faculty with 4 3-credit face-to-face courses and 1 3-credit Online class will be required to be on campus for 8 office hours and 12 instructional hours, for a total of 20 on-campus hours).
- The Faculty teaching Online (either fully or in Hybrid mode) is expected to provide equivalent student access via online methods (discussion board moderation, open chat availability for students, etc.) as determined to be appropriate by the Distance Education officer (expectations are that faculty will spend 3-5 hours of live virtual presence per week including virtual office hours), and to be monitored for compliance by the D.E. Officer and the Department Chair of the instructor teaching the Online/Hybrid section.
- For Hybrid classes, the calculated amounts of on-campus hour reductions shall be as follows:
  1. For Hybrids involving 50% or more Online material components, the Office Hour expectation shall be reduced by One (1) hour and instructional lecture component by ½ the lecture hours of course (e.g. one 50% hybrid class would see overall on-campus requirement of faculty reduced by 1 hr office, 1.5 hrs lecture, for 2.5 total = 22.5 hours on-campus requirement).
  2. For Hybrids involving less than 50% Online material components, there will be no reduction in on-campus hour expectations.
- There is no limit to number of Online courses and on-campus reductions, however the expectation for SLCC full-time faculty is that their Online load should not exceed face-to-face instruction EXCEPT in the following circumstances:
  1. The program in which the Faculty is teaching is based in Online access
  2. The Faculty is hired specifically for instruction primarily through Online
  3. The need for Online-approved (through QM or other online credentialing method) indicates best service to students involves greater Online load responsibility for Faculty within a given discipline/department for the semester at hand (e.g. SFSE potentially)
  4. The face-to-face load is reduced by other factors such as course releases for Department Chairs, Committee Chairs, etc.
  5. The Divisional Dean and Department Chair have selected to use predominantly Online instruction to serve within a specific semester coverage of courses to provide continuance of Faculty instructional load for medical, military, or other appropriately approved circumstances. The Divisional Dean in consultation with SLCC Human Resources shall be responsible for authorization of this provision, and the utilization of greater or all-online instruction by the Faculty member will be defined clearly for
the semester in question and not to be expected as a continuing load assignment beyond the semester approved for.

6. In cases where faculty are teaching a 6th or 7th additional course above 5/5 load on supplemental contracts, the reductions will be based off the courses listed under the Faculty load, with requirement that at least one of any Online or Hybrid sections be counted under load if additional courses are being contracted (e.g. a faculty with 5 face-to-face courses and one Hybrid or Online would be calculated for 4 face-to-face + the Hybrid or Online section under load, supplemental contract for face-to-face 6th class). When a Faculty member teaches 6 or 7 total courses and has multiple Online and/or Hybrid courses, it is the responsibility of the Division Dean and Department Chair to determine the appropriate balance between courses determined to be “under load” and those under supplemental contract.

There are two further components detailed below that comprise a full workload for faculty.

**Service to Students, Department, Division or College**

The remaining hours of the workweek requires two further balances of time and areas of responsibility. The first balance requires faculty (9, 10 and 12 month contract) to provide service to students, department, division, college, program or discipline. This involves institutional service such as completing committee responsibilities, attending Department, Divisional or College meetings, attending college functions, college or programmatic advisory groups and participating in providing student and community services.

**Research and Professional Development**

The remaining component of responsibility and second time balance, allows for faculty to undertake appropriate research and complete of appropriate professional development activities. These activities are to be selected and completed with a purpose to maintain or improve qualifications/competencies, improve your ability to instruct or enhance your understanding of the role and efficiency of the community college.

All together these three components are detailed within the Full time Faculty Position Description and detailed within the 9, 10 or 12 month contracts; all are evaluated yearly for relevance and revision.

This policy may be suspended or revised under conditions of financial emergency as determined by the Chancellor or Vice Chancellor of Administration and Finance.

**Attachments**

- SLCC Full Time Faculty Job Description
- Reference: N/A
- Policy Reference: SACSCOC Definition of Credit Hours (Federal Requirement 4.9) [http://www.sacscoc.org/pdf/081705/Credit%20Hours.pdf](http://www.sacscoc.org/pdf/081705/Credit%20Hours.pdf)
### Review Process:

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### Chancellor's Signature/Approval

**SIGNATURE:**

Natalie J Harder, Ph.D.
Chancellor

**DATE:** 7/9/2018

### Final Distribution:

**Distribution:**
- Electronic: posted to College’s website and sent via email to College personnel
- Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review
Full Time Faculty Job Description

POSITION: Full Time Instructor/ Assistant/Associate Professor/ Professor
UNIT: Academic Affairs
POSITION CLASSIFIED: Unclassified
LOCATION: All Campuses and Sites of SLCC
ADMIN. SUPERVISOR: Divisional Dean of either
- Business, Information Technology & Professional Studies or
- Liberal Arts, Humanities and Instruction or
- Science, Technology, Engineering, Mathematics, Transportation & Energy or
- Health and Safety Occupations or
- Workforce, Technical & Continuing Education

MINIMUM QUALIFICATIONS:
The minimum qualification for teaching in an Academic area is a Master's degree in the discipline or a Master's degree with 18 graduate hours in the discipline being taught.

Technical faculty teaching in nontransferable programs are minimally required to have an Associate's Degree and demonstrated competencies in the teaching discipline. Technical faculty not having these minimum requirements are able to teach in their technical area following SLCC's policy by establishing a professional development plan and demonstrating steady progress toward attaining an Associate's Degree. Those not establishing a development plan and/or not progressing toward attaining an Associate's Degree will not be considered for continued employment. Steady Progress is defined as successful completion of at least one college course per semester, including the summer, or nine credits per academic year with completion in three years.

It is additionally desirable, that both Academic and Technical Faculty provide evidence of a sensitivity to and understanding of the diverse academic, socio-economic, and cultural backgrounds of community college students.

DUTIES:
Teaching and Direct Instructional Activities (65 - 75% of Activity, 25 - 30 hrs. wk.)

Preparation of Course Materials
- Develop curriculum guides, course syllabi and outlines, and other instructional materials
- Responsible for syllabi adhering to department master syllabi and outlines
- Prepare course offering schedule based on curriculum guides
- Participate in curriculum meetings
- Utilize innovative, effective, and equitable teaching techniques
- Maintain teaching load practiced by college
- Provide a minimum of 10 hours of on campus office hours (regular Fall & Spring semesters), 6 hours in summer semester.
- Meet all deadlines related to this function

Course Presentation
- Provide instruction in area of expertise
- Create a learning environment in which all students are treated equitably and with respect
- Responsible for accurately maintaining materials on the learning management system (Joule)
- Maintain appropriate student records, i.e., grades, attendance, placement, completion, and licensure statistics (if applicable), etc.
- Report accurate and timely attendance status at census day or for financial aid aid reasons
- Follow course syllabi
Practice appropriate safety precautions applicable to learning environment (classroom, laboratory, workshop, workplace)
Maintain student discipline
Maintain time on task
Complete all end of semester reporting processes and required submissions
Meet all deadlines related to this function

Student Performance Evaluation
Receive acceptable ratings from Student Rating of Instruction surveys and acceptable ratings for Department Unit Programs and Program Student Learning Outcomes
Accept accountability for three-semester grade distribution analysis
Provide constructive feedback on test and assignments as appropriate to students
Provide fair and timely grading of student coursework
Meet all deadlines related to this function

Service to Students, Department, Division or College (20 - 30% of Activity, 10 - 15 hrs. wk.)

Institutional Service
Accountable for daily attendance in addition to the established roster process for the college and all required record keeping functions
Mandatory attendance for all full-time faculty meetings, departmental, program coordinator meetings and convocation
Participate in standing and ad hoc committee and activities within the Department/Division and at the campus and college levels (including the maintenance of an active advisory committee with required composition of membership, holding a minimum of two meetings annually)
Ensure course, program entries in catalog and publication materials are up to date and accurate in association with the curricular process, catalog production requirements, and activities of institutional advancement.
Complete or contribute to college reports in a timely manner
Participate in college program review activities and institutional effectiveness activities
Complete specialist directed activities in relation to area of expertise
Participate in recruiting activities (i.e. career fairs, etc.)
Participate in faculty in-service in August and January and any declared professional development days
Maintain program and personal accreditation/certification/licensure requirements if applicable
Provide service to the college that may include some of the following activities:
  - Sponsor student organizations
  - Serve on or chair committees
  - Conduct or coordinate teaching consultant activities
  - Facilitate workshops
  - Teach continuing education or customized industry courses
  - Provide routine equipment maintenance
  - Initiate and write new program proposals
  - Serve on LCTCS Committees

Community Service
Represent the college in manner, appearance, and behavior that promotes a positive image in college-related outreach activities
Serve on outside advisory boards/committees
Apply academic or technical expertise in the local, state or national community.
Provide service to the community that may include:
- Participation in health fairs
- Participation in charity or community activities
- Participation in community organizations, i.e. United Way, Chamber of Commerce, Rotary, Lions Club, Boy Scouts, 4-H Club, etc.

**Student Services**
- May sponsor or participate in student activities
- Mandatory attendance of academic ceremonies including Graduation
- Provide advisory services to students as assigned
- Generally assist students with advising and career counseling activities related to academic, career and job placement areas (e.g. designated advising schedule per semester, job fairs)
- Follow curriculum guides in scheduling to insure timely completion of a program of studies
- Serve special populations
- Make appropriate referrals of students to college student services
- Meet all deadlines related to this function

**Research and Professional Development Activities** *(5 - 15% of Activity, 5 – 10 hrs. wk.)*

**Developing/Maintaining Professional Relationships**
- Participate in professional development activities and enhance effectiveness, particularly with respect to teaching and student learning at South Louisiana Community College. (e.g. Professional presentations, develop and maintain professional and collegiate relationships, Membership in professional organizations)
- Serve on a Board or in an Office of a professional association
- Serve on an external institutional or program accreditation team
- Participate in industry visits
- Demonstrate leadership role on a SLCC or LCTCS Committee, Faculty Council, etc.

**Continuing Education**
- Pursue or acquire advanced degrees, certifications, etc.
- Maintain continuing education associated with licensing and/or regulatory grant proposals
- Participate in a Leadership Academy

**Publishing/Writing Activities**
- Publish/review professional books/articles
- Write/review grant proposals
- Present a paper or facilitate a workshop at a professional conference
- Demonstrate communications on professional matters

**Research Activities**
- Faculty may be required, as part of professional development, to participate in grant and pilot activities