

## FACULTY TEACHING LOADS

### I. PURPOSE

Defines a full-time teaching load and establishes a procedure for the assignment of equitable faculty teaching loads and a formula for paying overloads.

### II. BACKGROUND

All full-time faculty are expected to work a minimum of 40 hours per week. Though faculty assignments vary from department to department and even from individual to individual within a department, all full-time faculty members are responsible for teaching and advising, maintaining office hours, and providing college service (including committee work).

### III. DEFINITIONS

- A. *Semester hours:* The credit a student earns for the work he or she puts into a course.
- B. *Contact hours:* The number of scheduled weekly hours of contact for formal instruction between an instructor and students in a course. Normally, contact hours refer to hours of contact in a classroom, laboratory, or clinical-type setting and do not refer to individual meetings during the instructor's office hours.
- C. *Student contact hours:* The number of scheduled weekly hours of contact for formal instruction between an instructor and students in a course multiplied by the number of students enrolled in the course.
- D. *Equated pay hour:* Compensation equivalent to teaching one in-class lecture contact hour during a 16-week semester.
- E. *Course preparations:* The number of different courses an instructor teaches in a given semester.
- F. *Equated semester hour:* A unit equivalent to one semester hour's credit for a student, as determined by the Texas Higher Education Coordinating Board. The THECB equates one student contact hour of lecture to one semester hour of credit, and it equates other types of student contact hours (e.g., labs) as follows:

<u>Contact Hour (16 wks)</u>	<u>Semester Credit Hr</u>
1 lecture hr	1 sem cr hr
2 laboratory hrs	1 sem cr hr
5 clinical or internship hrs	1 sem cr hr
8 practicum or coop hrs	1 sem cr hr

### IV. POLICY

- A. The eCollege shall have a published formula for calculating faculty teaching loads.
- B. At least once every three years, the formula for calculating faculty teaching loads shall be reviewed by

the ~~chief academic officer~~ Vice President of Instruction, and his or her findings and recommendations shall be presented to the ~~p~~President and ~~Executive Cabinet. President's Cabinet.~~

- C. The formula for calculating teaching loads for faculty shall be presented to the Board of Trustees and shall be approved by the Board of Trustees before implementation. The formula for calculating teaching loads shall not be implemented without formal Board approval.
- D. The formula for calculating full-time teaching loads and overloads and any updates shall be published in the eCollege's Regulations Manual and shall note their effective date.

(POLICY APPROVAL: 4-19-95, Board of Trustees, amended \_\_\_\_\_)

**V. PROCEDURES**

**A. Full-Time Employment**

- 1. All full-time professional (exempt) employees, including faculty, are expected to work a minimum of 40 hours per week. For example, in the case of a full-time member of the faculty teaching five 3-credit courses (or 15 equated pay hours), a minimum of eight clock hours of work time is expected for each course (or a minimum of 2 clock hours for each equated pay hour). The standard of 15 equated pay hours per semester is used as the contractual basis for determining full workloads each semester for all full-time members of the faculty (whether a particular faculty member is assigned to 100% teaching or is provided release time for non-instructional duties).

The following table, ~~adapted from Reg 461 (June 19, 1995) Salary Schedule For Part-Time Semester-Hour-Credit Faculty,~~ illustrates a framework for relating a 40-hour work week to 15 equated pay hours based on a "typical" teaching load of five 3-credit courses per semester. The table is *not* to be construed as establishing maximum hours for faculty who teach "atypical" schedules. (For example, one semester hour of credit for a lab section in, say, a science, normally requires at least two in-class contact hours, not one, as shown in the table.)

**Relating Clock-Hours to 15 Equated Pay Hours for Full-Time Faculty Member.**

	Per Credit Hour	Per 3-Cr Course	Per Week
In-class contact hours	1	3	15
Office hours	0.66	2	10
Prep time, grading, reading papers, etc., and college service	1	3	15
<b>Total</b>	<b>2.66</b>	<b>8</b>	<b>40</b>

- 2. Most regular full-time teaching faculty, though employed by the eCollege on a year-round basis, are expected to discharge their contractual duties during the fall and spring semesters (a "9-month work schedule"); but the work schedule for other full-time faculty may be extended over a longer period (for 10½ months or 12 months, depending on the agreement between the eCollege and the employee).

3. Additional *teaching* assignments beyond the base contractual teaching duties of a full-time faculty member are executed as overloads and entitle the employee to additional compensation at the college's overload rate.
4. Additional or substitute *non-teaching* duties are assigned, and compensation determined, by means of a Paid Professional Assignment (PPA) form, which is executed separately from the standard term employment contract.

B. Full-Time Teaching Load for Faculty

1. The normal teaching load for full-time faculty members consists of a minimum of 15 equated pay hours per semester (30 pay hours per academic year). Teaching assignments in excess of 15 equated pay hours per semester or 30 equated pay hours per year (whichever is applicable) are compensated as overloads at the college's standard overload rate.
2. The normal number of course preparations for a full-time faculty member is three per semester or six per contract year. Faculty members who exceed this number of preparations are paid overloads for each additional preparation at 25% of the college's standard overload rate for a 3-credit course.

C. Teaching Overloads

1. Anyone teaching in excess of 15 equated pay hours per semester, when the total equated pay hours for the contract year is expected to exceed 30, is entitled to overload pay for each additional equated pay hour or fraction thereof, as specified above.
  - a. Anyone teaching in excess of three course preparations per semester, when the total number of preparations for the year is expected to exceed six, is entitled to overload pay for each additional preparation, as specified above.

2. Overload Limits for Full-Time Faculty

Though the college discourages excessive or consistent teaching overloads for full-time faculty, believing that faculty are fully employed without them, the college may allow or request an overload. Therefore, faculty members may not teach overloads that amount to more than 26% of their contractual workload (or a total per semester of 19 pay hours). During summer, faculty members may not teach more than three courses (9 equated pay hours) in each session.

- a. In certain situations or under special circumstances, the **Senior** Vice President of Instruction (**SVPI**) may authorize overload assignments for a faculty member in excess of the 19-hour limit.
3. Overload compensation is administered as follows:
  - a. ~~Overload compensation is paid in only one category, whichever one is most remunerative to the instructor.~~
  - b.a. Courses taught in the same time slot are treated as a single course insofar as semester hours are counted.
  - e. b. Semester hours assigned to a teaching load are granted for the entire course if taught

by a single person. If a teaching assignment is split, each participating instructor receives pay for the part of the course attributed to his/her instructional assignment. For example, in a course carrying four semester hours of credit, the instructor teaching three lecture hours is paid for a teaching assignment of three semester hours and another instructor teaching the laboratory hours is paid for those hours at the lab pay rate for that course.

- d. c. If a course includes at least two laboratory hours in addition to three lecture hours, the instructor is credited with the agreed-upon equation of pay hours for those labs on his or her teaching load although there may be no extra course credit attributed to the laboratory.
- e. d. Overloads involving other types of teaching assignments (such as team teaching, programmed instruction, private instruction, and activity-type classes) or involving non-teaching assignments (such as administrative duties) are handled on an individual basis and may require the issuance of a PPA (see Reg 469 **Paid Professional Assignments**).

#### D. Equated Pay Hours

1. An "equated pay hour" is identified as comparable to a pay hour for teaching one in-class lecture hour (that is, one lecture contact hour per week during a 16-week semester, which leads to the acquisition of one semester credit hour for a student who successfully completes the course).
2. Compensation for teaching laboratories, clinicals, coops, internships, and practica is different from compensation for teaching lectures.
3. The equated pay hours for teaching a particular course are standard for that course throughout the college, and they **must** be shown on the **Administrative Master Syllabus** for that course in the box labeled "Pay-Hour Description."

These are the college's standard formulas for calculating pay hours. No divergence from these formulas is permitted unless an alternative pay arrangement has been approved in advance and in writing by the **Senior** Vice President of Instruction (**SVPI**).

All instructional contact hours are classified as either (A) lecture hours or (B) laboratory hours, with the latter category subdivided into three varieties: (B-1) typical lab hours, as found in association with most general-education **science** courses (**except science labs which are 0.6 EPH**); (B-2) clinical or internship lab hours; and (B-3) practicum or coop lab hours, each of which has its own standard pay-hour equivalency formula, as indicated below. (The **SVPI**'s office maintains a list classifying every course taught at the college as an A, B-1, B-2, or B-3 type for pay purposes.)

Formula Type	Contact Hours (16 weeks)	Equated Pay Hours
Type A	1 lecture hr	1 pay hr
Type B-1	2 lab hrs	1 pay hr
Type B-2	5 clinical or internship hrs	1 pay hr
Type B-3	8 practicum or coop hrs	1 pay hr

<u>Example</u>	<u>Lec Pay Hrs</u>		<u>Lab Pay Hrs</u>	=	<u>Total Pay</u>
A: Straight lecture course	3	+	0	=	3
B: Typical <del>science</del> lab course	3	+	(2 x ½ = 1)	=	4
C: Clinical or internship course	3	+	(10 x 1/5 = 2)	=	5
D: Practicum or coop course	3	+	(16 x 1/8 = 2)	=	5

4. Actual pay hours for studio courses, applied or activities courses, some clinical and practicum courses, programs with high numbers of labs, etc., are determined by arrangement with the SVPI. Since not all such courses fit neatly in a standard formula, the Department Head and the Division Chair draft a pay proposal and submit it to the SVPI. All such pay arrangements must be approved in writing by the SVPI.

E. Compensation for Department Heads

1. Department heads are compensated each fall and spring semester according to the Board of Trustees approved Department Head Compensation Worksheet.

~~The minimum compensation a department head may receive for one semester is \$1,000. The maximum compensation a department head may receive per semester (regardless of the number of departments) is not to exceed \$2,800.~~

Department heads are responsible for completing this worksheet, and submitting it to the division chair, who is then responsible for checking the accuracy of the request and forwarding it to the SVPI.

2. Department heads are full-time members of the faculty on regular faculty contracts. Appointments as department heads are typically overload assignments made each semester at the discretion of the SVPI. ~~Though Department heads assume a variety of managerial and supervisory duties, they are considered primarily faculty and are usually referred to as "peers" to distinguish them from division chairs, who are "supervisors."~~

F. Division Chairs

Division chairs are full-time members of the faculty on 12-month contracts. Appointments as division chairs are administrative appointments made each year at the discretion of the SVPI. Division chairs are granted 50% release time from teaching ~~during the fall and spring semester and 100% release time from teaching during summers~~ to fulfill their administrative responsibilities. Typically, division chairs teach three contact hours weekly both in fall and spring semesters and are not required to teach during summers.

G. Release Time and Overloads

No one who receives release time from teaching to perform other duties may then be given a teaching or non-teaching assignment as an overload, unless such assignments are approved by the SVPI.

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