

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION**

**PROCEDURE**

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**TITLE:** FACULTY TEACHING/WORKLOAD AND OVERLOAD COMPENSATION

**POLICY**

**REFERENCE NUMBER:** 8-2-103

**DIVISION OF RESPONSIBILITY:** Human Resource Services

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**DATE OF LAST REVISION:** April 11, 2024

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The following are parameters within which each college must develop an institutional faculty teaching/workload and overload compensation policy/procedure for teaching faculty in a full-time equivalent position (FTE).

**I. TERM OF EMPLOYMENT FOR FULL-TIME TEACHING FACULTY**

**A. General**

Teaching faculty are employed to perform teaching and other instructional related duties depending upon the needs of the institution. The minimum full-time week is 37 1/2 hours to include but not limited to: assigned teaching, advising, office hours, preparation, committee meetings, college and community service, curriculum development and any other assigned duties and responsibilities.

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**B. Regular Academic Year**

Teaching faculty are normally employed for 39-weeks (nine-months) encompassing the Fall and Spring Semesters.

**C. Summer Session(s)**

Teaching faculty may be considered for supplemental employment opportunities during the summer. Supplemental employment opportunities may be for periods up to thirteen (13) weeks beyond the normal thirty-nine (39) week employment period. Compensation may be up to 1/39 of the thirty-nine (39) week salary for each full week worked or on an hourly basis for hours worked. If compensation is on an hourly basis, the rate will be based upon the individual faculty member's base pay and regular weekly hours (Annual Equivalent Salary divided by 2080) or the college's pay plan for temporary/adjunct faculty. Teaching faculty who work outside their base period of thirty-nine weeks (nine-months) of employment are not considered to be working in a dual employment arrangement, but are instead considered to be on summer employment.

## **II. TEACHING ASSIGNMENTS**

Teaching faculty may be assigned to teach credit or non-credit courses in their area of expertise as part of their primary teaching load. Such courses may be assigned to be taught during the day and/or evening hours, at on campus or off campus locations, or any combination thereof, and through alternate delivery methods. Teaching faculty are employees of the college and may be assigned to any campus/site within the college's service area depending upon the business needs of the college.

## **III. TEACHING LOADS**

- A. Each Fall/Spring semester must consist of up to 16 weeks for instruction. The full-time faculty teaching load shall fall in the range of 15 to 18 semester credit hours, or 20 to 24 instructor classroom/lab contact hours. However, the President and/or designee may allow an exception to the full-time teaching load in a given semester based on business need(s).
- B. The teaching load for the full summer session (as defined in Section I.C.) must be proportional to the college's full-time teaching load for a semester. Those colleges that schedule summer mini-terms must prorate normal faculty teaching loads accordingly.

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- C. In assigning teaching loads and determining overload compensation, consideration should be given to the following productivity factors:
1. types of classes (lecture/shop/laboratory/clinic/alternate delivery methods);
  2. number and type of preparations;
  3. section size;
  4. time and location of the classes;
  5. budgetary considerations; and
  6. other documented and consistently administered/ approved considerations (individual college procedures must specify).

Exceptions to the college policy/procedure for faculty teaching/workload and overload compensation must be explained and documented.

- D. The teaching load for Academic Program Directors, Department Heads, and Division Chairpersons/Division Deans may be reduced to provide time for the performance of the administrative duties and responsibilities normally associated with the specific job assignment. (See SBTCE Procedure No. 8-2-102.1) Academic Program Directors, Department Heads, and Division Chairpersons/Division Deans with a reduced teaching load normally are not eligible for teaching overload compensation; however, extenuating circumstances may warrant overload compensation. Such extenuating circumstances will be determined on a case-by-case basis.
- E. When supervision of cooperative education programs, clinical learning experiences, or other non-traditional instructional programs are assigned, teaching faculty shall not normally be scheduled for more than a total of 40 hours of work per week to include scheduled instructional class periods, required advising, required clinical preparation time, and assigned supervisory responsibilities.

#### **IV. OTHER ASSIGNED DUTIES AND RESPONSIBILITIES**

Teaching faculty are required to post and maintain a minimum of eight physical or virtual office hours (as determined by the President or designee) per week to advise students and to assist students with their course work. In addition to these hours, teaching faculty are responsible for curriculum development, committee assignments, and other instructional related duties as assigned.

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### **V. RELEASE TIME**

Teaching faculty may be released from some or all of the normal teaching load to perform instructional related administrative assignments that are not normally associated with the primary job assignment. Such assignments are to be considered temporary and normally may not exceed one academic year. Any instructional related administrative assignment that necessitates extension beyond two academic years will require College Human Resource Office approval. Teaching faculty with a reduced teaching load normally are not eligible for teaching overload compensation; however, extenuating circumstances may warrant overload compensation. Such extenuating circumstances will be determined on a case-by-case basis.

### **VI. OVERLOAD COMPENSATION**

Teaching faculty who are assigned more than a full teaching/workload during any term may be compensated for overload teaching assignments. The hourly rate of compensation for teaching overload will be based upon the individual faculty member's base pay (Annual Equivalent Salary divided by 2080) or the college's pay plan for temporary/adjunct faculty. The President and/or designee has the flexibility to determine any maximums related to faculty overloads. Overload authorization must be obtained prior to payment of overload compensation.<sup>1</sup>

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<sup>1</sup> Faculty overload and dual employment are separate and not one and the same. Dual employment is addressed in SBTCE Procedure 8-2-100.1 and may not exceed 30% of the faculty member's annualized salary.