FACULTY WORK LOAD

Faculty members who teach courses without laboratory components shall be assigned to 15 contact hours per semester. Those faculty members who teach courses with a laboratory component shall be assigned 18 contact hours per semester, with the exception of Allied/Health Science faculty, who will be assigned 21 contact hours per semester, and Cosmetology. In addition, faculty members shall host a minimum of ten office hours per week. They shall also be expected to be involved in the life of the College District through committee work, academic advising, student organization sponsorship, and participation in campus activities.

Faculty receiving release time for administrative or other duties shall still be expected to adhere to a 40-hour workweek Monday through Friday. An employee and his or her supervisor shall determine the appropriate number and scheduling of on-campus hours for the discharge of the assigned duties.

TEACHING OVERLOADS

A faculty member who wishes to teach above the standard work load described above shall request permission from his or her supervisor prior to the scheduling of classes and no less than 30 days prior to the beginning of the term for which the employee seeks the overload. Overloads shall be limited to no more than six contact hours above the standard work load and shall not be permitted if the higher work load negatively impacts the quality of the faculty member's job performance in instructional or other areas. Any exceptions shall be approved by the Executive Vice President for Instruction and only after a written justification and assurance has been provided that no compromise of instructional quality or other job responsibilities will occur.

TEACHING OUTSIDE NORMAL WORK HOURS

Full-time administrators, professionals, and classified personnel may teach the equivalent of two three-credit hour courses per semester for pay outside of their normal working hours with the written endorsement from the immediate supervisor and appropriate administrator.

TEACHING DURING WORK HOURS

Full-time administrators, professional, and classified personnel shall not be permitted to teach courses during their normal work hours. Exceptions may be permitted by the Executive Vice President for Instruction in emergency or special situations, such as teaching college camp, customized training programs, or other selected continuing adult education courses. Any exceptions shall be approved in writing by the employee's supervisor and the appropriate administrator.