

**Supervising
Relatives**

College District employees with responsibility for supervising other College District personnel shall not supervise relatives within the first degree by blood relationship or marriage relationship. [See DBE]

**Teaching Load – Fall
/ Spring Terms**

The College District requires full-time faculty to teach 15 credit hours or the equivalent for each fall and spring semester and a minimum semester total of 100 students or a proportional number based on discipline and/or lab considerations. A 15-credit hour load typically equates to five lecture classes. The equivalent of a 15-credit hour load is generally defined as a combination of three lab-intense classes and one lecture class per semester. Based on student need, faculty may have the opportunity to teach an overload of up to nine credit hours or the equivalent per semester. The combined nine-month faculty teaching load of regular and overload classes shall not exceed an average of 24 credit hours or the equivalent of 210 students (including VCT students) for the fall and spring semesters. The combined 12-month faculty teaching load of regular and overload classes shall not exceed an average of 24 credit hours or the equivalent of 210 students (including VCT students) for the fall, spring, and summer semesters. Flex semesters run concurrent with the respective semesters, and as such, flex semester credit hours and the number of students taught shall be factored into the total maximum allowable for any given semester. The teaching load of faculty members who have administrative assignments or who are involved in extracurricular activities or special projects shall be determined by the chief academic officer. In such instances, the chief academic officer may elect to award “release time” in lieu of a portion of a faculty’s regular teaching load. Release time shall be awarded in credit hours. Exceptions to any part of this policy shall require approval from the chief academic officer and, as necessary, the College President.

In addition to the normal teaching load of 15 credit hours or the equivalent, a faculty member shall be present and available to students a minimum of five hours per week for office time and shall be available for committee work, campus meetings, and campus activities as needed. For classes meeting at 8:00 a.m. or earlier, no more than one-half hour prior to the class meeting time shall be designated as office hours.

Faculty teaching loads shall be at the discretion of the College President and based on student and institutional needs. As part of their instructional responsibilities, faculty members may be assigned a class in one or more of the prison units as a portion of their basic teaching responsibilities.

Contact Hour Load Laboratory Time used by College District personnel to provide direct supervision of skill development, application, and practice of knowledge is classified as laboratory. Laboratory load hours are determined using the following formula.

A structured, closed laboratory that requires “set-up” and “take-down” time and also requires the instructor of record to be present in the classroom and teaching for the entire time of the laboratory, with no laboratory assistant provided, may be awarded up to a maximum of three-quarters of the contact hours designated for that laboratory by the College District catalog.

Exception

An exception to this classification is noted below. Granting this exception requires approval from the chief academic officer.

Under special circumstances, and on a limited basis, an instructor of record who is not present in the classroom and teaching for the entire time of the laboratory may be awarded up to a maximum of one-half of the contact hours designated for that laboratory as identified in the College District catalog. Circumstances leading to the consideration of this type of special approval generally include the degree to which the course is classified as a lab-intensive course in the course catalog, the conditions supporting an open lab format, the amount of time spent by the instructor in managing and maintaining all aspects of the laboratory on a continual basis, and whether or not a lab assistant is provided in helping to manage and maintain the laboratory.

Overload and Small Classes

Normally, overload shall be considered when all criteria for the regular teaching load are met. When an overload class is allowed to make with fewer than 15 students or a proportional number based on discipline and/or lab considerations, the amount may be prorated at the rate of 6.7 percent per student. If a faculty member has more than one small class section (whether overload or a portion of a faculty’s regular teaching load), the small class sections may be combined and counted as a single class load.

In the event a department head feels that an instructor has an overload, approval to pay must be obtained from the chief academic officer.

Personnel/ Program Evaluation

To ensure fairness and equity in the evaluation of all instructional personnel/programs while providing for the financial solvency of the institution, normally, when the teaching load for an instructor falls below a minimum number of credit hours and student enrollments, the individual shall receive consultation regarding enrollment levels. When the teaching load falls below the minimum credit hours and student enrollments for two consecutive semes-

ters, the program and/or instructor shall formally be considered under review. At this time, the instructor, in consultation with, and with the approval of her or his immediate supervisor, shall determine appropriate actions to be taken to satisfy enrollment deficiencies. Failure by the instructor to make a good faith effort to appropriately compensate for the enrollment deficiencies shall be considered an act of insubordination resulting in the immediate termination of the instructor's employment and possible elimination of the program. However, when an instructor's load is restricted as a result of the request and/or policies of the institution, the situation shall be considered an exception to the above-stated policy and shall be addressed on a case-by-case basis.

The College District reserves the right to terminate any program that is not economically feasible and/or no longer in demand.

When faculty load requirements are not met, the chief academic officer and, as necessary, the College President shall require a faculty member to perform additional duties equal in value to what is necessary to equal a full teaching load and/or teach (an) additional course(s) during the summer, flex semester, maymester, midwinter, or any other semester without additional compensation as a means of satisfying the minimum required credit hours and student enrollments.

Faculty members are encouraged to provide instruction through distance learning modes of delivery, including but not limited to, the Internet, interactive television (ITV), and blended formats.

To provide for the pedagogical needs of the students and instructors, faculty members teaching in disciplines such as composition that involve heavy grading loads shall not exceed 25 students per class, with a maximum of 125 students per semester. Faculty members teaching in other disciplines shall not exceed 35 students per class, with a maximum of 210 students per semester.

In order to provide for the pedagogical needs of the students and instructors, all classes taught via the Internet (WTC and VCT) shall be limited to a maximum of 35 Internet students per section. The limit shall be 25 Internet students for classes that are grading intensive, such as composition.

**Teaching Load –
Part-Time Faculty**

Part-time faculty may teach a combined maximum (lecture and lab) of 27 credit hours or the equivalent during the following terms: fall and spring, including flex and midwinter sessions within a fiscal year. Part-time faculty members must make themselves available to students in an ongoing and timely manner.

ASSIGNMENT, WORK LOAD, AND SCHEDULES

DJ
(LOCAL)

**Teaching Load –
Full-Time Staff and
Administration**

Full-time staff and administrators may teach at the discretion of the College President.

**Teaching Load –
Midwinter and
Maymester Sessions**

Full-time and part-time faculty may teach one three-credit hour course with a maximum of 35 students for the midwinter session and one three-credit hour course with a maximum of 35 students for the maymester session.

**Teaching Load –
Summer Sessions**

For purposes of this policy, summer sessions shall include maymester, summer I, and summer II.

Full-time and part-time faculty members teaching classes during the summer sessions shall be paid at the established overload rate. When a class is allowed to make with fewer than 15 students or a proportional number based on discipline and/or lab considerations, the amount may be prorated at the rate of 6.7 percent per student. Summer session offerings and compensation are subject to change and are contingent upon the availability of funds. If a faculty member has more than one small class section, the small class sections may be combined and counted as a single class load. Before a class shall be allowed to make, class size at each extension center and the Snyder campus must justify employment. Decisions to cancel classes will be made by department heads in consultation with the chief academic officer.

Full-time and part-time faculty may teach up to 24 credit hours or the equivalent of 210 students during the summer sessions.

Faculty teaching loads shall be at the discretion of the College President and based on student and institutional needs.

Full-time faculty members who are teaching during the summer sessions must make themselves available to students in an ongoing and timely manner.

Exceptions

Exceptions to the provisions above regarding teaching load shall be at the discretion of the chief academic officer and, as necessary, the College President.