

All employees shall be subject to assignment and reassignment by the Chancellor at any time.

**Full-Time Faculty**

Workload and assignments for full-time faculty shall fulfill the instructional and student support needs of the College District. The appropriate department chair or supervisor, in consultation with the faculty member, shall have primary responsibility for faculty workloads and assignments. Final workload and assignments shall be subject to approval of the dean and other administrators as appropriate.

The total responsibilities of faculty positions shall require at least 40 hours per week on a full-time basis. Faculty appointments shall typically be on a full-time basis, but the Chancellor may establish fractional faculty positions when deemed appropriate, in which case both the salary and all the responsibilities shall be reduced proportionally. Full-time faculty contracts shall cover a nine-month period, which generally includes fall and spring semesters. A full-time faculty member shall have the option to teach during a summer session, at one-sixth of his or her nine-month pay.

The workload for faculty shall typically include a teaching course load of 30 lecture equivalent hours (LEH) for an academic year (an average of 15 hours per week), and five or six additional LEH in a summer semester. Faculty members shall schedule at least five office hours per week for consultation with students, and shall make at least five additional office hours per week available by appointment.

The Chancellor shall set equivalency rules for faculty workloads to determine how labs, unusual teaching situations, and other modes of direct student contact will be counted toward this course load. These rules may also provide that only partial credit is given for sections substantially smaller than the target size for that course.

The Chancellor shall specify workload and vacation rules for faculty whose primary responsibilities are other than classroom teaching, such as librarians and counselors with faculty status.

Each faculty member shall be expected to share responsibilities related to the total concerns of the College District. Such responsibilities include instructional development, faculty meetings, committee and task-force assignments, registration duties, student advisement, other assigned responsibilities, and appropriate self-directed professional activities. The Chancellor may correspondingly reduce course loads and/or provide stipends to a faculty member whose non-teaching assignments substantially exceed the typical amount.

ASSIGNMENT, WORK LOAD, AND SCHEDULES

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(LOCAL)

Faculty members who, with appropriate approvals, teach more than a full course load (with appropriate additional office hours) shall be paid for the excess at adjunct-faculty rates.

**Adjunct Faculty**

Adjunct faculty shall be hired by the College District as-needed for direct instruction. Adjunct faculty compensation shall be course-based, proportional to the number of lecture hours taught (or equivalent), and will typically include three hours teaching per class, one hour of scheduled office hours for individual consultation with students, and 1.5 hours of class preparation, grading and other duties. Any additional duties, such as service on official instructional or governance committees, task forces, or councils (including the Adjunct Faculty Council), shall be compensated separately.

The Chancellor shall ensure that the College District's employment of adjunct faculty is not excessive or poorly controlled, and that the College District does not usually permit adjunct-faculty workloads in excess of nine credit hours or 11 LEH per week.

**Retired Faculty**

An individual who has retired and receives retirement benefits from the Teachers Retirement System of Texas (TRS) who wishes to teach part-time shall not teach more than one-half the instructional load of a full-time faculty member, calculated on the basis of lecture equivalent hours.

**Annual Report**

The Chancellor shall report to the Board during the annual budget process on the recent and projected pattern of faculty course loads, including overloads and course load reductions, and on the recent and projected level of use of adjunct faculty. The report shall describe the process by which course load reductions are allocated, listing the justifications and the estimated hours of extra work beyond the standard expectation.