

CPTC Procedure: Faculty Workload

Policy

It is the policy of the State Board of the Technical College System of Georgia (TCSG) that each Technical College shall develop an institutional faculty teaching/workload and overload compensation policy/procedure within the parameters of the accompanying procedures. Such policy will establish a teaching/workload which must be exceeded before consideration of any overload compensation or compensatory load reduction is given.

Procedure

I. Terms of Employment for Full-Time Teaching Faculty

- A. General. Faculty is employed to perform teaching and other instructional related duties depending on the needs of the College. Full-time faculty members shall work a minimum of 40 hours each week. Their duties include assigned teaching, office hours, preparation, committee assignments, student advisement, and any other assigned duties and responsibilities.
- B. Academic Year. The academic year will consist of two semester terms (fall, spring) and a summer term or terms structured by the College.

II. Teaching Assignments

- A. Faculty may be assigned to teach credit or non-credit courses in their area of expertise as part of their normal teaching load. Such courses may be assigned to be taught during the day, evening, or online.
- B. Faculty may be assigned to any campus or site within the College's service delivery area. Teaching assignments may include teaching at one or more campuses or College sites and may include a combination of traditional (face-to-face), online and hybrid delivery methods.

III. Teaching Loads

- A. The optimum teaching load for faculty who teach general education courses is 18 credit hours per week and 30 contact hours per week for faculty who teach occupational courses. Contact hours are actual clock time spent in class from the student perspective and will be specified by published TCSG Course Standards. Fall and spring semesters normally consist of 15 weeks of instruction and summer semester normally consists of 10 weeks of instruction. To determine the weekly contact hours for the course, divide the course total contact hours by the total weeks in the term.
 - 1. Fall/Spring Semesters Examples (at 15 weeks):
 - General Education: $18 \text{ credit hours} / 15 \text{ weeks} = 1.2 \text{ Credit Hours per week}$
 - Occupational: $30 \text{ contact hours} / 15 \text{ weeks} = 2 \text{ contact hours per week}$
 - 2. Summer Semester Example (at 10 weeks):
 - General Education: $15 \text{ credit hours} / 10 \text{ weeks} = 1.5 \text{ credit hours per week}$
 - Occupational: $30 \text{ contact hours} / 10 \text{ weeks} = 3 \text{ contact hours per week}$
- B. Simultaneous or stacked classes will be limited to a maximum of four per teaching session. In order to accommodate multiple learning styles, lab classes and practical application classes may be taught using individualized instruction. Faculty members who use individualized instruction will be facilitators of the learning process. Classes

will be taught using a combination of lecture, small groups, web-enhanced instruction, DVDs, lab assignments or projects, or one-to-one faculty/student interaction. Students will utilize detailed individual progression plans to guide them through course activities.

- C. Courses whose full amount of credit/contact hours exceed the optimum number of credit/contact hours will be classified as overloads. Full-time instructors who are assigned teaching overloads will be provided Adjunct Instructor Employment Agreements for overload courses. Deans may assign full-time instructors a maximum of two overload courses per term. The VPAA must approve all requests for more than two overload courses per term.
- D. Deans will approve instructor work schedules before authorizing instructors to teach courses over the optimum teaching load. Work schedules of instructors who teach general education courses must include a minimum of four tutoring hours each week and a minimum of three office hours for all full-time instructors (Para IV, Other Assigned Duties and Responsibilities). Deans should submit instructor work schedules along with Adjunct Instructor Employment Agreements for full-time instructors who are assigned course overloads to the VPAA.

Instructors' work schedules that include overloads will only be awarded if the following exist:

1. Schedule reflects the additional time for the overload course which makes the instructor's weekly work schedule over the normal 40 hours a week
 2. Schedule exceeds the 18 credit hours for General Education
 3. Schedule exceed the 30 contact hours for Occupational courses
- E. Maximum class enrollment is 25. Online class enrollment must reach 25 before instructors are allowed to receive an adjunct instructor employment agreement for a second class of the same course. Instructors will receive compensation for class enrollment over 25.
 - F. The Dean, and or VPAA will have the ultimate decision as to who is awarded the overload contracts.
 - G. All course overloads require a minimum enrollment of 10 students. All overload courses with less than 10 students enrolled must be approved by the VPAA and may have prorated pay rate based on the course enrollment.
 - H. In assigning teaching loads, consideration should be given to the following productivity parameters:
 1. Delivery method (lecture, lab, clinical, internships, online delivery, simultaneous, etc.)
 2. Student advising load
 3. Section or class size
 4. Time and location of the classes
 5. Budget considerations
 6. Other documented and consistently administered functions such as special projects and assignments with the approval of the supervising Dean and the Vice President for Academic Affairs

Exceptions to the College procedure for faculty teaching/workload and overload compensation must be approved by the VPAA with appropriate explanation and documentation.

- I. Teaching loads for Program Coordinators, Program Directors, Department Heads and Division Chairpersons will be reduced by an additional 5 or more contact hours to provide time for performance of administrative duties and responsibilities normally associated with the specific job assignment. Program Coordinators, Program Directors, Department Heads and Division Chairpersons 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 by the VPAA.
- J. Externship and/or Internship course will not count toward teaching loads because they do not involve any face-to-face contact with students on a regular basis. Administrative task for these courses will be done during faculty members' normal administrative time. When supervision of internship, externship, clinical learning experiences, or other non- traditional instructional programs are assigned, faculty members are not at the sites or in class for the entire contact hours noted in the course schedule. Faculty members may visit the site periodically and works with the training site supervisor/clinical preceptor to ensure that program requirements are met.

IV. Other Assigned Duties and Responsibilities

Full-time faculty who teach general education courses are required to conduct and document a minimum of four tutoring hours per week. All faculty members are required to maintain a minimum of three office hours per week during each semester or summer term to advise students and to assist students with course work. Office hours should be posted on the faculty member's office door or near the door; office hours should also be included in each course syllabus. In addition to these hours, faculty members are responsible for curriculum development, committee assignments, recruitment, placement assistance and other instructional related duties as assigned during the remaining non-instructional hours. Faculty members are expected to serve on at least one College committee. Attendance at the following activities is mandatory for full-time faculty members:

- A. Commencement exercises
- B. Advisory committee meetings
- C. Faculty and department meetings
- D. Required professional development

Full-time faculty members are expected to perform other tasks that will assist the College in achieving its goals and purposes, including, but not limited to:

- A. Industry visits
- B. High school and/or adult education center visits
- C. Recruitment
- D. Job placement assistance
- E. Retention assistance

V. Distance Education

- A. Distance education includes online (100% online instruction), hybrid (combination of online and face-to-face instruction), and web-enhanced classes. Faculty (full-time and adjunct) who teach distance education classes must meet the faculty credentialing

requirements.

- B. Faculty who teach distance education classes are required to successfully complete training on the online software used to facilitate the classes.
- C. Distance education classes are treated the same as traditional classes in determining instruction load. Faculty will allot appropriate time for distance education classes on their schedule. Full-time faculty members are required to be on campus for distance education classes. Adjunct faculty members are not required to be on campus for online classes.
- D. An adequate class size for online courses is calculated at a minimum of 10 student enrollments. In cases where courses are taught but do not meet the minimum enrollment requirements, adjunct compensation is prorated at a rate of ten percent per student enrolled.
- E. The optimum enrollment of a distance education class is 25. The maximum enrollment of a distance education course should not exceed 30 students. The Vice President for Academic Affairs must approve an extension of the class size limit beyond the 30 student maximum.

VI. Outside Employment

Full-time faculty may not teach for other educational institutions without the permission of the President. Full-time faculty teaching for Economic Development Division must receive prior approval from the VPAA.

VII. Other Employment

Faculty and staff must complete the approval process as outlined in the TCSG Procedure 4.3.2p6 Other Employment Procedure in order to engage in secondary employment with another Technical College, State Agency, Authority, Board, or Unit of the University System of Georgia.

VIII. Terms of Employment for Adjunct Teaching Faculty

Adjunct faculty provides an important service in the delivery of instruction at the College. Adjunct faculty must meet the same credentialing requirements as fulltime faculty. Teaching assignments for adjunct faculty will be based on enrollment demand for classes or scheduling needs. The recommended maximum contact hours - including prep time - for adjunct faculty members is 25 contact hours per week never to exceed 29 contact hours per week without VPAA approval. The Vice President for Academic Affairs must provide prior approval for all hours over 25. Adjunct and part time instructional staff contact hours will be determined based on formulae defined in para VI. A. 2, of TCSG Procedure: 4.1.8p Instructional Staff Work Assignments.

Adjunct contracts will be awarded on an as-needed basis. All adjunct instructor courses require a minimum enrollment of 10 students. All courses with less than 10 students enrolled must be approved by the VPAA and may have prorated pay rate based on the course enrollment.

Adjunct instructors who are employed by CPTC are prohibited from working for any other college with TCSG or the system office of TCSG during the term of their Employment Agreement with CPTC without prior written authorization from the College President.

Qualified, non-teaching full-time staff may teach a maximum of two courses per semester or summer term as an adjunct. Adjunct faculty members do not have office

hours but they should inform students of their availability before and/or after class for assistance. This information should be included in each course syllabus. Adjunct faculty members who teach online classes should post on each course syllabus the hours they will be available to students via telephone or in-person. Online faculty members are required to respond to student's email inquiries within 48 hours of receipt of the student's email.

Responsibility

The Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is implemented.

Adopted: February 10, 2014

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