

## STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

### TEACHING FACULTY WORKLOAD

BP 3-80

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ISSUED BY:

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#### Policy Statement

Faculty are professional educators with the primary responsibility of providing quality education for all who attend the college. To serve the community and students well, instructors must continuously update their expertise and strive for professional growth. It is the intent of the Board to establish a fair and equitable workload policy to be administered at the college level.

#### Scope

This policy applies to regular teaching faculty members employed by state system community colleges.

#### Components of Workload

Basic components of the workload include classroom instruction and advising of students. Appropriate activities for professional educators may also include serving on institution-wide committees and statewide task forces; student recruitment; sponsorship of student activities; job placement and community outreach services; participating in professional organizations which enhance the educational mission of the college; and developing innovative approaches to learning.

#### Assignments

The assignment of class hours, office hours, and other professional duties to individual faculty members shall occur at the college level.

The supervisor shall establish equitable workloads to the extent possible among faculty members after taking into account all activities assigned to faculty and the inherent characteristics of the discipline to which the faculty member is assigned.

These considerations shall include, but are not limited to, number of classes, class hours, class size, number of preparations, delivery mode, centrality to role and mission, committee work, sponsorship of student activities, need for student advising, need for student recruitment, job placement, and community outreach services, as well as resource generation. The determination of weights attributable to the various factors should occur at the college level.

#### Standard Load

Full-time faculty will have a minimum of a 40-hour work week in keeping with the requirement for all state employees. This includes an expectation that faculty perform all professional duties assigned by the college, including but not limited to, meeting all classes, meeting all office hours, serving on college or System committees, and engaging in professional development activities. These professional duties may be performed either on or off campus.

#### Overload

Overload assignments should be limited so as not to erode the professionalism of the faculty member. An overload for a regular faculty member is defined as a duty assignment (such as a discrete course) in addition to the faculty member's academic year teaching load. An overload assignment must be in writing and approved by the college president.

#### Appeal

Each college shall establish a review process to address objections to the assigned workload. The final arbiter will be the college president.

#### Procedures

The System President shall promulgate such procedures as may be needed to implement this policy.