



**Policy & Procedure No. 1.025a
Nunez Community College**

Title: Nursing and Allied Health Faculty Workload Policy

Effective Date: June 9, 2022

Last Revision Date:

Cancellation:

Department/Office: Education, Training and Student
Success

Nursing and Allied Health Faculty Workload Policy

PURPOSE

Nunez Community College has established workload policies that allow full-time faculty to fulfill their teaching duties and other college obligations, such as committee assignments, class/lab preparation, clinicals, externships, meetings, registration and advising duties, accreditation activities, curriculum development, professional development, and attendance at commencement exercises.

SCOPE

This policy applies to all nursing and allied health full-time, 9-month, 10-month, and adjunct faculty.

POLICY

Workload

All full-time Nursing and Allied Health Faculty members are responsible for a 40-hour work week. A minimum of 25 hours per week will be devoted to lecture, lab, and clinicals. The remaining 15 hours will be used to fulfill other college obligations such as office hours, recruiting, curriculum development, and committee work. It is understood that some duties such as course preparation, grading, professional development, and community services may be performed off-campus. In addition, a work week does not necessarily comprise Monday through Friday; there may be circumstances when faculty may be expected to be on campus on days other than Monday through Friday.



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Workload for fall and spring semesters includes the following:

- Nursing and Allied Health Faculty will be required to maintain a full teaching load, which will be on average 25 clock hours per week per semester. Release time, and other considerations may be used in the calculation of workload.
- Maintain an average of 10 office hours per week. The office hours must be at a time that is convenient for students and should be at least 30 minutes in length. Online students must be allowed to participate in on-campus office hours in addition to scheduled online office hours. For hybrid courses, faculty must offer both online and on-campus office hours. On-campus office hours for hybrid classes should be held immediately before or after on-campus class meeting times whenever possible. Office-hour days and times must be clearly noted on all course syllabi, in a course's Learning Management System (Canvas) and posted on the faculty member's office door.
- Advise students according to the college's advising plan, as well as during registration periods.
- Actively serve on at least one college committee per year.
- Attend faculty/staff meetings.
- Attend and participate in graduation exercises.
- Participate in professional development activities.
- Complete administrative tasks as required.
- Other required duties as defined by faculty member's job summary.

Overloads

Overload refers to teaching more than the regular load described above. Overloads constitute extra teaching for extra pay. Nursing and Allied Health Faculty members are expected to perform all regular duties and responsibilities with no degradation of services resulting from the overload. Overload assignments are not guaranteed and will only be assigned when needed to fulfil the needs of the College. Courses used in overload pay calculations must meet a minimum enrollment target or course progression sequencing and must be approved by the Dean of Nursing and Allied Health as well as the Vice Chancellor for Education, Training, and Student Success (VCETS) to warrant the assignment of the overload.

The standard teaching load for most Nursing and Allied Health Faculty is 25 clock hours per week per semester. Overloads will be paid in the semester they occur and when the standard teaching load is exceeded as the result of the faculty member accepting an extra lecture, lab or clinical assignment. Overloads will be paid at a flat rate per overload according to the table below, not to exceed 3 overloads.

- Teaching Load at or below an average of 25 clock hours of lecture, lab and clinical per week or 375 clock hours per semester for Fall and Spring Semesters will not be paid an overload



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- Teaching Load in excess of an average of 25 clock hours per week but below an average of 26 clock hour per week will not be paid an overload
- Teaching Load in excess of an average of 26 clock hours per week will be paid as an overload according to the below table

| Clock Hour Range | Number of Overloads |
|------------------|---------------------|
| 45--89 | 1 overload |
| 90-134 | 2 overloads |
| 135-179 | 3 overloads |

- Independent studies will not be paid as overload

Full time faculty may accept overloads each fall and spring semester not to exceed the equivalent of 179 clock hours per semester in any given semester. Overloads in excess of 179 clock hours will be allowed at the discretion of the Dean of Nursing and Allied Health and Vice Chancellor for Education, Training, and Student Success (VCETS) and if an extenuating circumstance presents itself. The teaching load for nine- or ten-month faculty members during the summer will be limited to an average of 20 clock hours per week.

The office of the VCETS will complete and submit the appropriate contracts to the Office of Human Resources.

Adjunct Contracts

The maximum teaching load per semester for adjunct faculty is an average of 24 clock hours per week. Any exception to this teaching load must be approved by the Dean of Nursing and Allied Health and the VCETS. Appointments will be for one semester. Adjunct faculty will be paid at an hourly adjunct rate. No appointment is official until the proper contract is completed and approved by all appropriate officials.

Summer

A 100% workload for 9-month, 10-month, and adjunct Nursing and Allied Health Faculty during the summer semester will not exceed an average of 20 clock hours per week. Any exception to this teaching load must be approved by the Dean of Nursing and Allied Health and the Vice Chancellor for Education, Training, and Student Success (VCETS). Compensation for full time faculty will be paid at the adjunct faculty pay rate per clock hour. Faculty teaching summer courses must hold at least two office hours per class per week. Office hours should match the modality of the course being offered (i.e., online, hybrid, in-person) as defined in the workload section.



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Release Time

Release time provides a course load substitution for work on special projects. Release time should not exceed 40% (10 clock hours) of regular workload. Requests for release time may be initiated by the faculty member, Dean of Allied Health and Nursing, the Vice Chancellor for Education, Training, and Student Success (VCETS), or the Chancellor. Release time must be approved by the Program Chair, Dean, and the VCETS. Once all approvals are received, a copy of the request and approval will be sent to the Office of Human Resources.

Full-time faculty serving as Program Chairs will receive release time not to exceed 50% of regular workload as determined by program size and administrative duties in line with accreditation body regulatory requirements for the specific program. Additional release time for special projects and assignments may be designated toward a faculty member's full-time course load with the approval of the appropriate Dean, VCETS, and in some cases, the Chancellor. The decision on release time for these roles will be made in consultation with the faculty member and will consider program size, required administrative tasks, and any special considerations, such as major program redesign, accreditation activities, etc.

Independent Studies

Independent studies will be compensated at a flat rate per course. Independent studies will not be paid extra compensation unless the faculty member's total Teaching Load is in excess of 375 clock hours. Other considerations include the number of students, number of different preparations, organization and supervision of a group independent study project, etc. Adjunct instructors will not be permitted to teach independent studies without approval from the VCETS.

Teaching Privileges for Administrators and Professional Staff

Administrators and professional staff members, who hold appropriate credentials, may teach up to 150 clock hours each semester outside of their normal working hours as specified in LCTCS Policy and with approval from the individual's immediate supervisor, VCETS, and the Chancellor. This employment will constitute extra work for extra pay and will be compensated at the current adjunct rate.

Appeals

It is expected that most workload allocations will be determined to the mutual satisfaction of all involved. If a faculty member disagrees with their assigned workload, they will submit a written statement to their program chair detailing the requested adjustment(s) and rationale. This statement must be submitted to the Program Chair at least six working days prior to the first day of class for that semester.

The Program Chair will review the request and work with the faculty to adjust the existing workload or determine a creative solution that is acceptable for both parties. This may include modifying course load



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in a future semester, overload pay, or release from other non-classroom duties. If the Program Chair and faculty member cannot reach a resolution, the Program Chair will provide a written statement detailing attempted negotiations and any relevant evidence (e.g., emails) to the appropriate Dean within two days of receipt of the request from the faculty member. The Dean, within two days of receipt of the materials from the Program Chair, will review all documentation and submit a recommendation to the Vice Chancellor for Education, Training, and Student Success (VCETS) for final decision. The Vice Chancellor for Education, Training, and Student Success (VCETS) will submit in writing the final decision to all parties within two days of receipt of the recommendation from the Dean.

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| | Executive Cabinet | June 7, 2022 | June 9, 2022 | |
| | Chancellor | June 9, 2022 | June 9, 2022 | |

Policy Reference: N/A

Forms Referenced: N/A

Distribution: Distributed Electronically via College’s Internet

Chancellor’s Signature/Approval

Signature: 
Chancellor

Date: 06/09/2022