



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

**Title:** Faculty Workload Policy

**Effective Date:** June 1, 2022

**Last Revision Date:**

**Cancellation:**

**Department/Office:** Education, Training and Student  
Success

***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, meetings, registration and advising duties, accreditation activities, curriculum development, professional development, and attendance at commencement exercises.

**SCOPE**

This policy applies to all full-time, 9-month, 10-month, and adjunct faculty, excluding Nursing and Allied-Health Faculty.

**POLICY**

**Workload**

All full-time faculty members are responsible for a 40-hour work week. A minimum of 25 hours per week will be devoted to lecture, lab, and office hours. The remaining 15 hours will be used to fulfill other college obligations such as 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.

The standard teaching load for most faculty is five 3 credit hour lecture courses per semester. In subject



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areas where lectures, laboratories, etc. deviate from the 3 teaching load equivalent (TLE) norm, the standard teaching load consists of lecture, laboratories, and/or other assignments totaling 14-16 TLE per semester.

Workload for fall and spring semesters includes the following:

- Faculty will be required to maintain a full teaching load, which will be 15 credit hours (or the equivalent) per semester. Teaching Load Equivalents, release time, and other considerations may be used in the calculation of workload.
- Maintain a minimum of ten 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. Instructors teaching online courses must set aside at least one hour per week per online class for an online office hour, which makes them available to assist students at a predictable and set time. 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 two college committees 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.

### **Teaching Load Equivalents**

Lecture course and Lecture/Lab course TLEs will be calculated using the formula below:

$$\frac{\# \text{ of credits} + \text{contact hours} *}{2}$$

\*One contact hour<sup>1</sup> consists of one 50-minute session of uninterrupted instructional time.

In labs of two or fewer credit hours, TLE calculations will account for the greater amount of contact hours instructors spend in labs in relation to the labs' low number of credit hours. TLEs for labs of two or fewer

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<sup>1</sup> Ehrlich, Thomas. "The Credit Hour and Faculty Instructional Workload." *New Directions for Higher Education*, vol. 2003, no. 122, Summer 2003, p. 45. EBSCOhost, <https://doi.org/10.1002/he.109>.



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credit hours will be calculated using the formula below:

$$\frac{\# \text{ of credits} + 1 \text{ lab contact credit} + \text{contact hours}}{2}$$

In studio courses of three or more credit hours, TLEs will be calculated using the formula below:

$$\frac{\# \text{ of credits} + \text{contact hours}}{2}$$

In instances of team teaching where primary and secondary instructors are indicated, the primary instructor will receive 2/3 of the TLE, with the secondary instructor receiving 1/3 TLE. In cases where two or more faculty members are teaching and sharing the workload evenly, TLE will be divided equally.

### Overloads

Overload refers to teaching more than the regular load described above. Overloads constitute extra teaching for extra pay. 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 fulfill the needs of the College. Courses used in overload pay calculations must meet a minimum enrollment target as determined by the VCETS to warrant the assignment of the overload. Payment for overload courses with inadequate enrollment numbers as determined by the VCETS will offer prorated compensation. Overloads will be paid at the adjunct rate per credit hour.

The standard teaching load for most faculty is five 3-credit hour lecture courses (15 TLE) per semester. In subject areas where lectures, laboratories, etc. deviate from the 3-TLE norm, the standard teaching load consists of lectures, laboratories, and/or other assignments totaling 14-16 TLE 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 or laboratory section.

- TLE at or below 15 will not be paid an overload
- TLE above 15 and below 18 will be paid as overload (calculated by the number of TLE in excess of 15) if the overload is the result of the faculty member accepting an extra lecture or laboratory section. For example, 16.5 TLE resulting from the assignment of an extra laboratory section will receive 1.5 TLE pay of additional compensation. Conversely, 16 TLE that results from five lecture courses, one of which is a 4-credit hour course, will not receive overload pay.
- TLE above 16 and below 18 will be paid as overload (calculated by the number of TLE in excess of 15) if the overload is not the result of the faculty member accepting an extra lecture or laboratory section. Example: 16.2 TLE will receive 0.2 as overload, 16.5 TLE will receive 0.5 overload.
- TLE at 18 and above, will be paid as overload, calculated by the number of TLE in excess of 15 TLE regardless of the circumstances. Example: 18.5 TLE will receive 3.5 as overload.



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- Independent studies will not be paid as overload unless total TLE is over 16 and will follow the steps above.

Full-time faculty may accept overloads each fall and spring semester not to exceed the equivalent of two classes or six credit hours in any given semester. Overloads in excess of two classes or six credit hours will be allowed at the discretion of the 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 nine credit hours.

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 9 credit hours (or equivalent). Any exception to this teaching load must be approved by the VCETS. Appointments will be for one semester. No appointment is official until the proper contract is completed and approved by all appropriate officials.

### **Summer**

Adjunct, 9-month, and 10-month faculty wishing to teach in the summer may be initially assigned up to six credit hours (or two courses) during the summer. If a faculty member wishes to teach three additional credit hours (or one additional course), they may do so, with approval of the VCETS, if summer enrollment numbers necessitate the teaching of another course. Compensation for adjunct faculty will be based on the adjunct pay schedule. Compensation for full-time faculty will be based on the summer pay schedule and paid according to rank.

Teaching load equivalents (TLEs) will be included in calculation of workload. 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.

### **Release Time**

Release time provides a course load substitution for work on special projects. Release time should not exceed 40% (6 credits or TLE) of regular workload. Requests for release time may be initiated by the faculty member, the Dean of Instruction or 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 at least 3 credits of release time for that role, as



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determined by program size and administrative duties. 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 equate to .1 TLE per credit, not to exceed 6 hours. Compensation will be based on the adjunct pay scale for full-time faculty. Independent studies will not be paid extra compensation unless the faculty member's total TLE is over 16. 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 two courses or six credit hours (TLEs) 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 to both parties. This may include modifying course load 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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<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Academic Council Committee	4/6/22	
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**Chancellor's Signature/Approval**

**Signature:**

Chancellor

**Date:** 05/20/2022