Load Calculation

The basic computation of instructional load hours for full-time and part-time faculty members includes the following: a lecture hour equals one instructional load hour and a laboratory hour equals 2/3 instructional load hour. If two or more courses (lecture, laboratory, clinical, or other) are taught in the same time period, load credit will be given for only one class. In cases where the load value of two classes is different, the class having the higher load value will be used to calculate the load. Additional information concerning load calculation is given below.

**Lecture Courses**: A lecture hour equals one instructional load hour, 1:1, or 100%.

**Laboratory or Laboratory/Lecture Courses**: A laboratory hour equals 2/3 instructional load hour, 1:2/3, or 66.67% (.6667)

**Clinical / Practicum Courses**: Normally, a clinical hour equals 1 instructional load hour, 1:1. These are clinical or practicum situations where the faculty member is continually on site with all the students and coordinates all learning experiences for all students. If the faculty member assigns students to another individual for supervision, but remains on site, this clinical or practicum would be compensated the same as a laboratory hour 1:2/3. If the faculty member is supervising preceptors or is not on site on a regular basis but coordinates the students, the preceptor, and the learning experience, these classes may be compensated the same as a laboratory hour 1:2/3. An alternate method of calculating load hours for full-time faculty teaching with a combination of teaching assignments that include lecture courses, laboratory courses and/or clinical/practicum courses is to use actual credit semester hours (a minimum of 15 semester hours per long semester is the norm) or contact hours required for normal student progress through the program.

**Internships / Cooperative Training**: Full- and part-time faculty are compensated on a per student basis for internship and cooperative training courses.

**Independent Study Courses**: Full- and part-time faculty are compensated on a per student basis for
independent study courses. In addition, independent study courses must be approved in advance by the Vice President upon the recommendation of the appropriate Division Director and/or Dean. Independent study courses are not the standard practice for community colleges and should be offered only under special circumstances to assist the student.

**Team Teaching:** Faculty members who team teach a class will be compensated in proportion to their responsibilities for the class. Example: If one faculty member is responsible for 60 percent of the class and one is responsible for 40 percent of the class, the faculty member teaching 60 percent will receive 60 percent of the load credit towards their load and the faculty member teaching 40 percent of the class will receive 40 percent of the load credit for the class towards their teaching load. The faculty member acting as team leader may receive an additional 20 percent of the class load credit towards their load for acting as team leader, coordinating all class activities, and acting as the instructor of record, if the class has a minimum of 25 students. The total amount of load credit for a class that is being team taught by two (2) instructors may not exceed 120 percent (1.20) of the actual load credit. If a class is being team taught by three or more instructors and the class has 37 or more students enrolled, the total amount of load credit for that class may not exceed 150 percent (1.50) of the actual load credit.

**Distance Education:** Full-time faculty members are normally expected to teach a minimum of 40% of the regular teaching load in traditional ‘in-class classes’ during the fall and spring semesters. ‘In-class classes’ may include live distance learning courses taught via interactive video classrooms or ‘hybrid’ portions of the class. Final determination regarding an individual faculty member’s workload will be dependent upon specific variations and requirements of the assignment and is contingent upon approval by the appropriate Division Director, Dean and the Vice-President of Instruction.

**External Learning Experiences:** For student learning experiences which are external to the classroom, credit toward an instructor’s workload will be given only if the experiences are:

1. Structured and approved as part of the course, and
2. Expected of all students in the class.
Overload Assignments and Limitations

Some situations necessitate that full-time faculty be asked to teach an overload. And, whereas it is understood that overloads require additional class preparation time, additional teaching time, and additional office time for students, the following guidelines are designed to prevent faculty effectiveness from being diminished by overloads.

1. A one-course (3-5 instructional load hours) overload assignment must be approved by the Division Director.

2. The assignment of a two-course overload (6-10 instructional load hours) requires the approval of the Vice-President.

3. Multiple overloads created by assignments outside the academic department (i.e., Continuing Education) or overloads greater than two courses or (6-10) instructional load hours will be considered on an individual basis and require the approval of the Vice-President of Instruction and the President.

4. First year faculty members generally should not teach overloads.

5. Instructional load hours should not exceed eight (8) instructional load hours per summer term or more than fourteen (14) instructional load hours for both summer sessions.

6. Overloads for full-time faculty will be compensated at a rate set by the Board of Regents.