



SUBJECT: Workload Requirements for Full-time Faculty

**REFERENCE: West Virginia Community & Technical College Council
Title 133, Procedural Rule, Higher Education Policy Commission, Series 45
*Community and Technical College Faculty Instructional Load***

1. PURPOSE

To establish class sizes, the work week and class loads for full-time faculty members of the Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

This issuance applies to all full-time faculty members of Southern West Virginia Community and Technical College who are classroom instructors.

3. DEFINITIONS

4. POLICY

A. Work Week

Full-time faculty shall post a minimum of 22 ½ hours per week indicating lecture, lab, and office hours. Additional time will be required to fulfill committee and other college responsibilities as identified in this policy.

B. Class Loads

A required 100% course load shall be 15 credit hours or its equivalent. Each three (3) hour credit course shall constitute a 20% load. Lab hours shall be calculated on a 3:2 ratio (every lab hour shall constitute 66.67% of a lecture hour). The Class Load Formula Matrices (Attachments A and B) can be used to determine class loads for summer, fall, and spring semesters.

C. Class Size

All classes will have a minimum of 15 students. The following considerations may be justification for approving classes with less than minimum enrollments:

1. Room Size.
2. Availability of equipment.
3. Upper level courses required for graduation.



D. Calculation of Overload Pay

1. Fall and Spring Semesters

A required 100% of course load shall be 15 credit hours or its equivalent. Each three (3) credit hour course shall constitute a 20% load. Lab hours shall be calculated on a 3:2 ratio (every lab hour shall constitute 66.67% of a lecture hour). The following formula will be used in calculating overload pay:

- a. Convert each class to an equivalent number of hours.
- b. Add all hours.
- c. Subtract fifteen (15) credit hours.
- d. Multiply credit hours above fifteen (15) by applicable rate of pay per credit hour.

2. Summer Session

Lab hours shall be calculated on a 3:2 ratio. The following formula will be used in calculating overload pay for the summer session:

- a. Convert each class to an equivalent number of credit hours.
- b. Multiply equivalent credit hours by applicable rate of pay per credit hour.

5. **BACKGROUND OR EXCLUSIONS**

6. **GENERAL PROVISIONS**

A. Released time

Division Chairs are expected to maintain coverage of their offices on a 37 ½ hour per week basis and to teach at least one course per year. Division Chairs will not be granted released time for administrative assistance. Full time faculty members requesting to be released from all or part of their full-time teaching duties will request such released time in accordance with the provisions of SCP 2748-Request for Released Time.

B. Office Hours

Each full-time faculty member shall maintain posted office hours of not less than seven and one-half (7 ½) hours per week.



C. Extended-Day Assignments

Full-time faculty members may be required to teach in the evening or on weekends in order to make up their required course load.

D. Supplemental Employment

Full-time faculty members may be selected to assume additional teaching workloads for extra compensation under a contractual agreement. In making such an agreement, the Division Chair/Campus Director shall consider the employee's ability to perform both the full-time duties and duties covered by the supplemental contract.

7. **RESPONSIBILITIES AND PROCEDURES**

A. College Obligations of Faculty Members

Full-time faculty members are expected to participate in College non-teaching functions as part of their faculty duties. These activities include, but are not limited to, the following:

1. Registration and Student Advisement

Registration and student advisement duties are inherent in each full-time faculty member's responsibilities. Registration duties will be assigned for both regular and late registration.

2. Committee Assignments

Committee work is essential to the operation of an effective educational program. All faculty and administrative staff members are expected to participate in assigned committee tasks and to carry out the specific purposes for which the committee was established.

3. Faculty Meetings

Faculty meetings are a vital communication link and attendance at such meeting is mandatory. Faculty members should arrange personal and professional commitments so that attendance at such meetings is possible.

4. Coverage of Colleague's Classes

If a faculty member is not able to meet a class, a colleague should be requested to cover that class if feasible.

5. Research and Faculty Development Activities

The goal of this institution is to be a dynamic community and technical college serving the needs of this community. To keep pace with the new techniques and innovations in education and with the specific needs of the citizens of the southern West Virginia area, it is essential that the College be involved in research programs; its faculty in self-development activities. This is an



important responsibility of each faculty member.

6. Extracurricular Activities

From time to time faculty may be asked to participate in activities related to excellence in education or the advancement of the College. Such activities might include speaking engagements, recruitment activities, assisting at national educational conferences being held in the West Virginia area, and fund-raising events. Southern employees, as individuals or as a group, will not be requested to participate in these non-compensatory activities if their participation would in any way interfere with the quality or quantity of instruction at the College.

7. Commencement Exercises

Participation in commencement activities is a normal part of a full-time faculty member's assignment.

B. Division Chair will ensure:

1. Each full-time faculty member is assigned a full class load or its equivalent;
2. Criteria for minimum class sizes are adhered to or justifications for exceptions are submitted.
3. Non-teaching College responsibilities are equitably assigned to faculty members.

8. CANCELLATION

9. SIGNATURE

President

Date

Attachments

- A - Class Load Formula Matrix - Summer Sessions
- B - Class Load Formula Matrix - Fall and Spring Semesters

Distribution

Revision Date

September 1, 2000