

4.1.8.Lp Augusta Tech Faculty Workload Procedure

I. DEFINITIONS

- A. **Academic Year** - The academic year consists of two fifteen (15) week semester terms (fall, spring) and a ten (10) week summer term, as well as other terms structured by the College.
- B. **Distance Education** – Distance education includes online (100% online instruction), hybrid (combination of online and in-person instruction), and web-enhanced classes.
- C. **Faculty, Adjunct** – A temporary, time-limited appointment.
- D. **Faculty, Full-time** – Employees who teach credit hours for a technical college and work forty (40) or more hours per week for a pre-determined period between nine (9) and twelve (12) months each academic year.
- E. **Faculty Workload** – The total direct and indirect instructional activities assigned each term. Full-time faculty total workload is typically 40 hours per week.
- F. **Direct Instructional Activities** – These activities include course activities such as didactic, clinic, and lab teaching.
- G. **Indirect Instructional Activities** – These activities are not directly connected to instruction. Examples of indirect activities include curriculum development and revision, professional development, office hours, advising, administrative duties, and accreditation.
- H. **Letter of Appointment** – The official notification and terms of employment for adjunct instructors and/or full-time instructors receiving compensation for teaching overloads.
- I. **Teaching Load** - The number of instructional credit or contact hours assigned per semester.

II. GENERAL TERMS OF EMPLOYMENT FOR FULL-TIME FACULTY

- A. Faculty is employed to perform direct and indirect instructional activities and other related duties depending on the needs of the College. Full-time faculty shall work a minimum of 40 hours each week on campus unless otherwise approved by the Provost.

III. FULL-TIME FACULTY TEACHING ASSIGNMENTS

- A. Faculty may be assigned to teach credit or non-credit courses in his/her area of expertise as part of the normal teaching load. Faculty teaching schedules may include day, evening, and/or weekend classes.
- B. Faculty may be assigned to any campus or site within the College's service delivery area. Teaching assignments may include teaching at one or more campuses or the Columbia County and Georgia Cyber Centers and may include a combination of traditional (in-person), web-enhanced, hybrid, and online delivery methods.
- C. In assigning teaching loads, consideration will be given to the following productivity parameters:
 - 1. Labs, clinicals, and internships (refer to Section VI B)
 - 2. Student advising load
 - 3. Student to faculty ratios and class size (as mandated by regulatory agencies)
 - 4. Location of the classes
 - 5. Budget considerations
 - 6. Other documented and consistently administered functions such as special projects and assignments with the approval of the supervising Dean and the Provost.

IV. GENERAL EDUCATION (NON-LAB) FULL-TIME TEACHING LOAD

- A. The teaching load for non-lab General Education faculty is 18 to 21 credit hours per semester in instruction; this workload will equate to a typical teaching load of 42 credit hours for fall and spring semesters. The summer term teaching load is 15-18 credit hours.

V. OCCUPATIONAL AND GENERAL EDUCATION (LAB) FULL-TIME TEACHING LOAD

- A. Optimally, other full-time faculty (e.g. Health, Science, Business, Technical, Industrial, and Professional Services), is assigned 25 to 28 direct student contact instructional hours per week with 10 to 14 hours assigned for indirect instructional duties. Faculty teaching in program areas where faculty to student ratios and teaching loads are mandated by regulatory agencies (accreditation, board of nursing) will carry loads commensurate with those requirements.

VI. TEACHING LOAD EXCEPTIONS FOR FULL-TIME FACULTY

- A. Teaching loads for lead instructors, program directors, department heads, and chairpersons may be reduced to provide time for performance of administrative duties and responsibilities normally associated with the specific job assignment. Lead Instructors, program directors, department Heads, and chairpersons with a reduced teaching load normally are not eligible for teaching overload compensation; however, extenuating circumstances may warrant overload compensation. Such extenuating circumstances will be determined on a case-by-case basis by the supervising Dean with the approval of the Provost.
- B. Externship and/or internship courses will not count toward teaching loads when they do not require face-to-face contact with students on a regular basis. Administrative tasks for these courses will be done during the faculty's normal administrative time. When supervision of internship, externship, clinical learning experiences, or other non-traditional instructional programs is assigned, faculty members are not at the sites or in class for the entire contact hours noted in the course schedule. Faculty members may visit the site periodically and work with the training site supervisor/clinical preceptor to ensure the program requirements are met.
- C. Some general education, technical, and industrial courses are designed to accommodate individual mastery of learning competencies. In such cases, students work on a self-paced schedule using a detailed set of written instructions with the instructor serving as facilitator of the learning process. Using the stacked course load system, instructors are normally able to assume a heavier credit-hour load due to an overlap of individual instruction.

VII. OVERLOAD COMPENSATION FOR FULL-TIME FACULTY

- A. Faculty is considered to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and not subject to the accompanying salary basis test. Accordingly, faculty may be required to work additional hours, as necessary, to meet College objectives or needs of students, without further compensation.
- B. Faculty workload may be increased if assigned course (or courses) enrollment is fewer than 10 students. If a situation exists where it would be impossible to provide a faculty load at the designated levels above, the supervisor, with approval from the Provost, may assign appropriate duties to fulfill the faculty's 40-hour work week.
- C. Teaching loads that exceed the maximum number of contact hours will be classified as overloads. Full-time instructors who are assigned teaching overloads will receive a Letter of Appointment for courses that exceed the maximum number of credit or contact hours. Faculty compensation for course overloads will be at the adjunct rate. Deans may assign full-time instructors courses beyond the stated maximum teaching load for each academic term with the approval of the Provost. To ensure that the faculty is able to perform quality work for the full-time and part-time duties, letters of appointment will not exceed

10 contact hours per week or two (2) courses, unless approved by the President. Overload courses taught during the normal 40 hour workweek period must be approved by the President.

VIII. DISTANCE EDUCATION

- A. Faculty (full-time and adjunct) who teach distance education classes must meet the faculty credentialing requirements. Faculty who teach online courses are required to complete the Blackboard Essentials course.
- B. Faculty may be assigned to teach individualized or distance learning classes. Although classes are not scheduled during a specific time, online courses are given the same consideration as traditional sections in calculation of instructional load if online course enrollment is adequate (i.e., student enrollment of 10 or above).
- C. The optimum enrollment of a distance education class is 25. The Provost must approve an extension of the class size beyond the 30 students.

IX. OTHER ASSIGNED DUTIES AND RESPONSIBILITIES

- A. Full-time faculty is required to be available for students during non-instructional hours (office/planning) for student academic advisement and/or counseling unless conducting approved business away their office hours. Office hours should be posted on the faculty's office door or near the door. Office hours should also be included in each course syllabus. In addition to office hours, faculty is responsible for curriculum development, committee assignments, recruitment, placement assistance, and other instructional-related duties as assigned during the remaining non- instructional hours. Attendance at the following activities is mandatory for fulltime faculty members:
 - 1. Commencement exercises;
 - 2. Advisory committee meetings;
 - 3. Faculty and department meetings; and
 - 4. Required professional development.

- B. Full-time faculty is expected to perform other tasks that will assist the College in achieving its goals and purposes, including, but not limited to:
1. Industry visits;
 2. High school and/or adult education center visits;
 3. Recruitment;
 4. Job placement assistance;
 5. Retention assistance; and
 6. Advisement assistance.

X. TERMS OF EMPLOYMENT FOR ADJUNCT FACULTY

- A. Adjunct faculty appointments are temporary, part-time positions and encompass a single academic term; therefore, the appointment is limited to the time frame indicated on the letter of appointment. During the identified academic term, adjunct faculty are not permitted to work for any other technical college in the Technical College System of Georgia (TCSG) as adjunct faculty or in any other capacity without first obtaining approval of each technical college president.
- B. Teaching assignments for adjunct faculty will be based on enrollment demand for classes or scheduling needs. In response to low enrollment or for any other job-related reason, the college reserves the right to reduce the established number of contact hours for a given course or courses, reduce the number of course(s) to be taught, and/or subsequently modify the compensation to be delivered in the academic term/period of employment.
- C. Adjunct faculty and part time instructional staff may not work more than twenty-nine (29) contact hours or Work Load Units (WLUs) per week. Should an unforeseen staffing shortage occur during the semester, an employee may work 30 workload units/hours or more per week with prior written approval from the college president, provided the average workload units/hours are less than 30 per week during the annual measurement period. This exception may only occur one semester per measurement period per employee. Hours worked will be determined based on the established equivalency formula for the type of class scheduled according to the categories listed below.
- Lecture classes: for these courses one contact hours equals 2.25 WLUs.
 - Clinical, internship, and practicum courses which are primarily associated with health programs but also in some technical programs: these courses require no preparatory time; therefore, one contact hour equals one WLU.
 - Lab 2 classes, Lab 3 classes, any course that is considered individualized instruction: for these courses one contact hour equals 1.25 WLUs.
 - CTDL 1020, CTDL 1030, CTDL1050, AND CTDL1060: for these courses, one contact hour equals one WLU.

References:

[Procedure: 4.1.8p. \(III.R.1\) Instructional Staff Work Assignments](#)