

Title: Full-Time Faculty Workload	Number: 4.12	Page 1 of 1
	Related Procedure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Citation (if Applicable)	Board Approval/Revision: 26 March 2014	

Full-Time for-credit Faculty Workload describes the total activities of a full-time contracted Faculty member. A Full-Time Faculty member is employed for a 170-day contract and has an implied work week of at least forty hours for a nine-month employee and thirty-two hours a week for a 170-day/twelve-month employee. Included in the Full-Time Faculty Workload is the term “faculty teaching load.” Benefited Faculty who are less than full-time shall have their teaching loads prorated. The balance of time is devoted to professional service activities as listed in the Full-Time Faculty job description.

Overload pay begins at the thirty-first credit hour or the 601st instructional contact hour, as appropriate for all Faculty. Overload must be approved in advance by the Instructional Supervisor at each location. Overloads in excess of six credit hours or 120 credit hours will be approved in advance by the Chief Academic Officer or designee. Faculty are not eligible for overload consideration until the spring semester of each academic year.

Faculty shall be paid by the rate published by Human Resources (HR). Annual contracts are issued by HR. Faculty can also be issued overload and supplemental contracts by either the Campus Vice President or Chief Academic Officer, as established in Procedure. Overload and supplemental contracts may be issued for the following reasons:

- Administrative assignment
- Committee assignment
- Summer teaching for Faculty with 170/nine-month contracts
- All credits taught over thirty credits

Payment for supplemental teaching (summer and overload) shall be based on the current Adjunct Faculty pay matrix.

The College shall maintain a program of professional development to support the continuing education and development of its faculty. The College President or his or her designee(s) shall promulgate such procedures as may be necessary for the implementation of this directive.