

DAVIDSON COUNTY COMMUNITY COLLEGE
Human Resources
FULL-TIME CURRICULUM WORKING HOURS AND WORKLOAD
PROCEDURE 3.1.3.1

I. WORKING HOURS

The primary responsibilities for full-time faculty shall be teaching and learning, professional development, and college service. Teaching loads of full-time faculty shall normally consist of 36-40 contact hours per academic year. No single workload standard can provide equitable individual workloads across disciplines at all times. Workloads will be established following the workload procedures (Procedure 3.1.3.1), however exceptions may arise. Academic leaders may make reasonable allowances for variances to provide equity in faculty responsibilities with approval from the Vice President of Academic Affairs. The effective implementation of this policy hinges on trust and mutual respect between faculty and leadership that characterizes the relationship of professional colleagues.

II. WORKLOAD

Full-time faculty make a professional commitment to the College, students, and community. Faculty are expected to be on campus a minimum of 30 hours to meet their professional obligations, with an overall commitment of forty (40) hours per week. Each full-time faculty will be available for a minimum of five posted office hours per week in a designated location with the purpose of assisting students. Office hours will vary depending on teaching assignments, however faculty should allocate office hours throughout the week to meet student needs. Office hours shall be posted in a convenient location/format for student viewing.

Contracts for full-time faculty shall consist of all days that the College is in session plus 10 faculty report days and graduation day, all of which are specified in the College's official calendar.

Teaching loads of full-time faculty shall normally consist of 36-40 contact hours per academic year. In calculating contact hours, the follow guidelines apply:

1. Lecture, lab, and clinical contact hours are considered equal on a 1:1 basis
2. Courses taught concurrently are considered a single class for determining contact hours until the total enrollment exceeds 45
 - a. When a course reaches 46, the instructor shall receive 1.5 the total course contact hours

- b. When a course reaches 61 or more, the instructor shall receive double the total course contact hours
- 3. Contact hours for course formats where faculty are not continually present with students will be calculated at 0.025 instructional contact hours per student per each course contact hour. For example, a faculty member supervising 10 students in DCC 101, a 10 credit/4 lecture/3 lab/15 work experience contact hour course would receive 11 contact hours toward workload (4 lecture + 3 lab + 3.75 (0.025 x 10 x 15) work experience = 10.75)
- 4. Contact hours for Work-Based Learning courses will be calculated at .50 contact hour per student enrolled.
- 5. In some instances, faculty may share in teaching responsibilities (team teaching) in order to more effectively serve the learning needs of students. In such cases, contact hours will be divided based on faculty responsibilities.

Academic leadership shall monitor the teaching assignments of faculty in their respective areas to ensure that they meet the needs of the students, are equitable to faculty, and consider the financial resources available. Teaching load adjustments (overloads or reductions) must be approved by the Vice President of Academic Affairs.

III. Overload and Additional Assignments

Ideally, faculty workload is adjusted each semester to avoid overload situations and ensure the quality of the learning environment. An overload is a teaching assignment in excess of that considered a full teaching load and is paid at the end of the academic year. Overload pay for instruction beyond a designated full load assignment will be computed as follows:

- 1. The course shall have a minimum of 12 students
- 2. When a course exceeds 45, the instructor shall receive $\frac{1}{2}$ overload pay
- 3. When a course exceeds 60, the instructor shall receive full overload pay
- 4. Low enrollment classes, allowed so students can complete a credential, will be compensated as follows:
 - a. When a class has 1-4 students or run as an independent study, the instructor will receive $\frac{1}{3}$ overload pay
 - b. When a class has 5-8 students, the instructor will receive $\frac{2}{3}$ overload pay
 - c. When a class has 9+ students, the instructor will receive full overload pay

Overloads, additional assignments and compensation are recommended by the appropriate academic leader and approved by the Vice President of Academic Affairs. In rare circumstances, the President may increase faculty workload for one semester without compensation if the instructional budget does not provide sufficient funds.

IV. ADDITIONAL RESPONSIBILITIES

- 1.** Faculty are expected to attend campus meetings when they occur at times when the faculty member does not have scheduled classes.
- 2.** Faculty are expected to attend graduation celebrations and perform duties related to graduation as requested by the leadership team.
- 3.** Faculty are expected to actively participate in professional development opportunities made available on campus or by the College.
- 4.** Faculty must submit grades, census rosters, attendance rosters and all other official matters to the appropriate office by the prescribed deadline.

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Adopted: November, 2019

[Legal Reference: 1D SBCCC 400.4](#)
[1C SBCCC 300.97](#)