

# DAVIDSON-DAVIE COMMUNITY COLLEGE

## Human Resources

### **FULL-TIME CURRICULUM WORKING HOURS AND WORKLOAD**

#### PROCEDURE 3.1.3.1

The primary responsibilities for full-time faculty shall be teaching and learning, professional development, and college service. The faculty job description provides additional details regarding duties and responsibilities. Teaching loads of full-time faculty shall normally consist of 36-38 contact hours per academic year.

The effective implementation of this policy hinges on trust and mutual respect between faculty and leadership that characterizes the relationship of professional colleagues. No single workload standard can provide equitable individual workloads across disciplines at all times. Workloads will be established following the workload procedures outlined here, however exceptions may arise. Academic leaders may make reasonable allowances for variances to provide equity in faculty responsibilities with approval from an Associate Vice President. Ideally, faculty workload is adjusted each semester to avoid overload situations and ensure the quality of the learning environment.

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 appropriate Associate Vice President. The procedures outlined here will be reviewed periodically to ensure the needs of students, faculty, and the institution are met appropriately.

#### **I. WORKING HOURS**

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 40 hours per week. Each full-time faculty will be available for a minimum of five posted student hours per week with the purpose of assisting students, with half of those hours being in person. Student hours will vary depending on teaching assignments, however faculty should allocate student hours throughout the week to meet student needs. Student hours shall be communicated in a convenient location/format for student viewing.

The majority of full-time faculty have 9-month annual contracts. These contracts 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. Faculty with other length contracts will work with their supervisor and Human Resources to determine contract obligations.

## II. WORKLOAD

Teaching loads of full-time faculty shall normally consist of 36-38 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. Contact hours for Work-Based Learning courses will be calculated at .5 contact hours per student enrolled.
3. 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 appropriately based on faculty responsibilities.
4. When courses are combined for instructional delivery, workload may be adjusted with approval from an Associate Vice President.
5. Faculty, Division Chairs, and Deans, will collaborate to establish equitable course capacities.
6. When a faculty member's load falls below the minimum range and/or classes are cancelled due to insufficient enrollment, Deans and Division Chairs may allow faculty to work an alternative assignment for a semester to meet workload obligations. Some alternative assignments may include, but are not limited to: teaching courses in another division if credentialed and approved; mixing curriculum, College and Career Readiness, and Continuing Education instruction; success coaching; and/or special assignments related to program health. Workload modifications must be approved by an Associate Vice President.
7. Program Directors and Division Chairs are eligible for a workload reduction to cover the responsibilities associated with position responsibilities.

## 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.

#### **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.

In rare circumstances, the President may increase faculty workload for one semester without compensation if the instructional budget does not provide sufficient funds.

Adopted: November, 2019

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