

**Eastern West Virginia Community and Technical College  
Regulation No. – AR 3.12**

**TITLE:** Full-Time Faculty Instructional Workload Regulation

**DEFINITION:** The Full-Time Faculty Instructional Workload Regulation defines the implementation criteria for the Instructional Workload Policy (BP 3.16). This regulation establishes instructional load, class sizes and defined work week for full-time faculty.

**EFFECTIVE DATE:** July 1, 2010; September 24, 2019

**Implementation Criteria:**

This regulation establishes the workload predicated on a full-time nine month faculty position. Guidelines for all other full-time faculty contracts (ten month, twelve month and administrative roles) are also established in this regulation and prorated per the nine month full-time faculty standards.

**1. Instructional Load**

- a. Based on a nine month instructional contract, a required full-time instruction load shall be based on fifteen credits per semester for lecture courses or its equivalent based on contract hours. The full-time instructional load for the academic year shall be comprised of a total of thirty credit hours for lecture courses or its equivalent based on contact hours for laboratory based courses. Lab sections will be calculated on a 2:1 ratio for instructional load purposes (two lab hours are required for every lecture hour).

**2. Work Week**

- a. Full-time, nine month faculty shall maintain a fifteen credit instructional load or its equivalent if based on contract hours per semester in addition to ten office hours per week. Eight of the ten office hours are required to be scheduled weekly. The additional two hours may be scheduled by appointment only. Office hours are required on location at a campus facility. In total, a full-time faculty work week consists of instructional time, office hours, committee work, and other responsibilities as defined in the full-time faculty job description.

**3. Class Size**

- a. A minimum average class size of ten students is required for calculation into a full-time instructional load. Enrollment for linked sections will be calculated as one section for average class size if enrollment is less than thirty. If linked sections enrollment exceeds thirty, then the sections will be included as separate sections in average class size calculation. The following criteria may be justification for approving class sections with fewer than the defined minimum:
  - i. Courses required for graduation
  - ii. New program implementation

Page 1 of 6

Approved by Academic Services: 4/24/2013

Approved by LOT: 10/19/2009; 5/20/2013; 9/23/2013; 9/23/2019

Revised: 10/21/2009; 10/08/2013

Approved by President's Cabinet: 12/9/2009; 10/08/2013; Reviewed comments & approved regulation as presented; 9/24/19

Reviewed by the Board of Governors: 10/23/19

- iii. Faculty/student ratio per licensing or accrediting agency requirements or safety standards
    - iv. Availability of instructional equipment/simulators
- 4. Class Preparations
  - a. Full-time faculty course preps per semester will not exceed five unique preparations based on 3 – 4 credit hour courses.
  - b. Modularized courses will be prorated as equivalent to the three credit course (Ex: 1 prep for 3 credit course; 1/3 prep for 1 credit hour course).
- 5. Extended Day Assignments
  - a. Full-time faculty members may be required to teach in the evening or on weekends in order to meet required instructional load.
- 6. Calculation of Overload Compensation
  - a. Fall and Spring Sessions:
    - i. Overload will be calculated and paid at the applicable rate per credit hour based on the faculty's nine month salary.
- 7. Summer Session
  - a. Summer school session should be no more than six credit hours or equivalent contact hours.
  - b. Compensation will be calculated and paid at the applicable rate per credit hour based on the faculty's nine month salary for those faculty maintaining office hours; or the part-time faculty rate and ensure adequate accessibility to students before and after class sessions.
- 8. College Obligations of Faculty Members
  - a. Full-time faculty members are expected to participate in College-non-teaching functions as part of their faculty duties. These responsibilities are defined in the Full-time Faculty Position Description and in the individual faculty contracts.
  - b. Full-Time faculty are required to attend and participate in graduation ceremonies. Any exception must obtain prior approval from the President.
  - c. When the College is closed or during periods when faculty are not teaching classes, faculty will follow the same schedule as that maintained by the administrative offices (7.5 hours per day, 37.5 hour work week) throughout the period of the official appointment.
- 9. Reassigned Time and Release Time
  - a. Full-time faculty may be reassigned standard administrative duties as a part of their contract with the College. Reassigned time shall be awarded for:
    - i. program administration or coordination
    - ii. serving as advisor to student organizations
    - iii. coordination to meet programmatic accreditation requirements
    - iv. curriculum development
    - v. special projects and special assignments
  - b. In such contractual agreements, an instructional load will be pro-rated on a 2:1 ratio (two clock hours for one lecture hour). Full-time faculty whose teaching load is

restricted by specialized accreditation standards will work with the Dean for Teaching and Learning or designee to develop an appropriate and equitable work schedule.

**10. Ten and Twelve Month Faculty Appointments**

- a. Faculty members employed for more than a nine month period will follow the same schedule as nine month faculty when classes are in session. When the College is closed or during periods when they are not teaching classes, they will follow the same schedule as that maintained by the administrative offices (7.5 hours per day, 37.5 hour work week) throughout the period of the official appointment.
- b. An adjusted work schedule may be required for faculty whose work requirements preclude the possibility of performing required responsibilities during administrative office hours. Adjusted work schedules must be pre-approved by the Dean for Teaching and Learning or designee and noted on the monthly time sheet.
- c. If the contractual obligation is not met for the fall/spring terms, then an additional summer contract for special assignments can be completed in the summer term. Such contracts will not include an additional stipend.

**11. Release Time Requests**

- a. Full-time faculty members requesting to be released from a portion of their full-time instructional load for a given semester or contract year may submit an application for release time (See Appendix A for Release Time Request Form).

**12. Supplemental Contracts for Nine Month Faculty**

- a. Supplemental contracts for nine month faculty are generally not calculated in the faculty load for the fall and spring terms.
- b. If the contractual obligation is not met for the fall/spring terms, then an additional summer contract for special assignments can be completed in the summer term. Such contracts will not include an additional stipend.

**13. Contract Period**

- a. The contract period for nine month faculty will begin one week prior to the start of classes for each semester and end two days after the last class day for the term.
- b. The contract period for ten month faculty begins the first working day of August and concludes the last working day of May.
- c. Office hours are not required during Thanksgiving and Spring Breaks. However, committee work, trainings, and other responsibilities as defined in the full-time faculty job description may be scheduled during Thanksgiving and Spring breaks and will require faculty attendance.
- d. The academic calendar for each contract period will serve as a guide in determining faculty work days.

The Dean for Teaching and Learning or designee is responsible for implementation of this regulation. The Dean or designee will ensure:

1. Each full-time faculty member is assigned a full instructional load per BP 3.16 and AR 3.12 requirements.

2. Criteria for minimum class sizes are adhered to or justifications for exceptions are submitted and in keeping with AR 3.12 guidelines.
3. Non-teaching College responsibilities are equitably assigned to faculty members and in accordance with the approved Full-time Faculty Position Description.



DR. CHARLES TERRELL, PRESIDENT

11/06/2019

DATE

Page 4 of 6

Approved by Academic Services: 4/24/2013

Approved by LOT: 10/19/2009; 5/20/2013; 9/23/2013; 9/23/2019

Revised: 10/21/2009; 10/08/2013

Approved by President's Cabinet: 12/9/2009; 10/08/2013; Reviewed comments & approved regulation as presented;  
9/24/19

Reviewed by the Board of Governors: 10/23/19

Attachment A: Release Time Request Form

**Eastern West Virginia Community and Technical College  
Release Time Request Form for Full-time Faculty**

Faculty Name:	Faculty Rank:
Department	Semester(s) Requested for Release (include year): Fall Winter Spring Summer
Number of Credit Hours Release Time Requested	Beginning and Ending Dates of Release Time

<b>Summary of Release Time Requested and Justification for Request</b>
Provide a description of project/activities for which the release time will be used. Include the project description, purpose of the project, major objectives, timeline of activities and evaluation procedures.

<b>Costs Associated with Release Time Request</b>
Provide a description of institutional funds required to support the release time request (For example: registration fees, equipment costs, software licenses, travel, etc.). Do not include the applicant's salary information.

Approval		Signatures	Date Signed
Approved	Denied		
		Faculty Member (Note: Faculty signature indicates (s)he agrees with the release time request as presented)	
		Dean for Teaching and Learning/Dean of Community Engagement and Partnerships	
		Dean of Student Access and Success	
		President	

--	--	--

9

**Page 6 of 6**

Approved by Academic Services: 4/24/2013

Approved by LOT: 10/19/2009; 5/20/2013; 9/23/2013; 9/23/2019

Revised: 10/21/2009; 10/08/2013

Approved by President's Cabinet: 12/9/2009; 10/08/2013: Reviewed comments & approved regulation as presented;  
9/24/19

Reviewed by the Board of Governors: 10/23/19