

**Eastern West Virginia Community & Technical College  
Board of Governors  
Policy No. 3.16**

**Title: Instructional Workload Policy**

**SECTION 1: GENERAL**

- 1.1 Scope: This policy establishes the guidelines for determining instructional load for full-time and part-time faculty at Eastern West Virginia Community and Technical College.
- 1.2 Authority: W. Va. Code §18B-1-6, and Series 45, Community and Technical College Faculty Instructional Load
- 1.3 Effective Date: July 1, 2010; replaces policy approved in 2005

**SECTION 2: DEFINITIONS**

2.1 Full-time Faculty: This term refers to employment as a faculty member for a full academic year (at least a nine month contract basis) for fifteen credit hours instructional load per semester or at least thirty credit hours instructional load per academic year or the equivalent of teaching and/or administrative responsibilities.

**SECTION 3: RATIONALE**

The Instructional Workload Policy establishes the guidelines for determining instructional load for faculty teaching credit and non-credit courses. Faculty are employed to perform instruction and instructional related duties that meet the needs of the institution and the students it serves. The purpose of this policy is to define a standard workload that is equitable and uniform regarding instructional assignments, responsibilities and compensation, and to assign instructional responsibilities in support of the College's mission.

Eastern, in keeping with its mission and values, has the responsibility to provide relevant and high quality instruction for its students. To this end, the Instructional Workload Policy addresses how laboratory instruction, unusual instructional situations and other modes of direct instructional contact are applied in determining instructional workload. The Instructional Workload Policy assures effective and efficient planning, budgeting and decision making. The implementation of this policy is defined in AR 3.12 Full-time Faculty Instructional Workload Regulation, for credit and non-credit courses offered through Academic Services and Workforce Education.

**SECTION 4: GENERAL GUIDELINES**

The following general requirements have been adopted for implementing the Instructional Workload Policy adopting the nine month faculty model as the base from which other contract terms are defined on a prorated basis (specifically ten and twelve month contracts).

- Instructional load is assigned on a credit hour or contact hour basis.
- When calculating instructional load, consideration is given to type of course (lecture, laboratory, clinics), total contact hours per semester, section size, class preparation, administrative responsibilities, programmatic accreditation requirements, summer school instructional load, instructional load equivalences unique to the College and geographic location of course delivery.
- The instructional load for full-time faculty at the College is fifteen credit hours or the equivalent per semester, or thirty credit hours or equivalent per academic year. Summer session may be factored into the full-time faculty load not to exceed 6 credit hours or equivalent. Any exception to this must have the recommendation of the Dean for Academic and Student Services and the approval of the President.
- A minimum class enrollment of ten students or an average class size of ten is required for calculation into a full-time faculty's teaching load. Enrollment for linked sections will be calculated as one section for average class size calculations if enrollment is thirty or less. If the linked sections enrollment exceed thirty, then the sections will be calculated as separate sections.
- Full-time faculty course preps per semester are defined in AR 3.12
- Instructional load for part-time faculty is not to exceed nine credit hours or equivalent per semester. Exceptions to the credit hour limit may be authorized by the Dean for Academic and Student Services. Part-time faculty are employed by the college on an as-needed basis for direct instruction. Additional services are provided on a contractual basis and not part of the instructional workload for part-time faculty.
- Teaching loads will include such combinations of day, evening, weekend and distance learning classes as required for meeting the needs of students and delivery of the curriculum.

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Board of Governors, Chair

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Date