



POLICIES & PROCEDURES

Title: Faculty Workload

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POLICY

Faculty workloads may vary but are directed toward fulfilling the principal mission of the college and goals of the academic divisions and include teaching, providing service to students, department, division, and the College, and engaging in professional development activities. Teaching assignments and work hours of faculty may occur at any of the LDCC locations and area high schools and are based upon student enrollment and may include day, evening, weekend, dual enrollment, and online hours. Regarding individual faculty workloads, time must be allocated to meet assigned responsibilities in the functions of instruction and service. Workload assignments are made appropriate to the faculty member's credentials. The Division Chair/Program Director, with approval of the Vice Chancellor, makes faculty member assignments.

A base of 15 credit hours per semester (30 credit hours per year) or 30 contact hours per week is the minimum typical workload for full-time instructional faculty. Faculty members who have been assigned or who are requesting a reduced instructional load must receive permission from the Division Chair/Program Director and the Vice Chancellor who will in turn forward to the Chancellor for final consideration.

Credit Hour Calculation Formula

1 Credit Hour (LEC) = 15 contact hours per semester

1 Credit Hour (LAB) = 45 contact hours per semester

1 Credit Hour (CLINICAL) = 45 contact hours per semester

Contact Hour - a unit of measure that represents an hour of scheduled instruction given to students. A typical syllabus or catalog entry will contain such information to include the course delivery mode breakdown:

Example: **Class 101: 3/1/4:** which is interpreted as 3 hours lecture credit / 1 hour lab or clinical credit / 4 total credit hours. Total contact hours are calculated as 45 hours of lecture content + 45 hours of lab/clinical content for a total of 90 instructional contact hours.

Laboratory ratios for seat time and credit may vary. (LCTCS Glossary of Common Definitions)

GUIDELINES

The following are guidelines for calculating faculty workload:

Semester Length: In accordance with Federal and SACSCOC definitions, the average length of an instructional semester is 15 weeks, however, faculty may be expected to work additional weeks according to their employment contract.

Faculty Workload Formula

The minimum documented weekly workload for full-time 9- and 10-month faculty shall be calculated as twenty-five (25) hours student contact: typically, fifteen (15) instructional and ten (10) office. All full-time LCTCS employees are expected to work a total of 40 hours per week, inclusive of the student contact hours.

- 1 Credit Hour = 15 Instructional Contact Hours per semester
- 15 Credit Hours per semester = 225 Instructional Contact Hours per semester
- Minimum 10 Office Hours¹ per week x 15 weeks = 150 Office Contact Hours per semester
 - ¹*As defined by AA_103 Faculty Job Expectations*
- Full-time faculty workload = minimum of 375 student contact hours per semester calculated by:
 - 225 Instructional Contact Hours + 150 Office Contact Hours = 375 student contact hours
 - 375 hours ÷ 15 weeks = 25 hours/week minimum student contact, virtually or on-campus as approved by the Chancellor or their appointee.
 - Weekly work schedules for full-time faculty must document a minimum of the 25 hours/week student contact requirement, regardless of instructional method for course assignments (LEC, LAB, HYB, WEB, etc.). A minimum of 15 hours/week shall be executed in-person at the faculty member's designated campus unless otherwise defined by the employment contract or during public emergencies as approved by the Chancellor.
- Faculty are responsible for a 40-hour work week both during and outside the instructional term within a contract period.
- It is recognized that some duties such as course preparation, grading, professional development, advising, and service on behalf of the college, may be performed on or off-campus, face-to-face, or virtual. These duties encompass the remaining hours of the 40-hour work week during the instructional term.
- 100% workload for 9- and 10-month Full-Time Faculty is equivalent to no less than thirty (30) credit hours per academic year for the contract year (fall and spring semesters), typically fifteen (15) credit hours Fall, fifteen (15) credit hours Spring.

- In the event a total of thirty (30) credit hours cannot be attained over the contract period, summer courses or other courses taught outside of the yearly contract term, without additional compensation, may be counted as part of the full-time load.
- Faculty are required to work 180 days per academic year per the annually approved academic calendar. This includes days worked outside of the instructional term (before the start and after the conclusion of instructional term). Student holidays within the academic calendar, as determined by Faculty Senate as faculty days off, do not count towards the 180-day requirement and must be made up outside of instructional term as decided by Faculty Senate.
- Nursing and Allied Health faculty instructional workload will be calculated on contact hours and shall be commiserate to other full-time faculty workloads.

Overload Sections and Summer Teaching

Overload refers to teaching sections above the regular 15 credit hours per semester or 30 contact hours per week. Overloads constitute extra work for extra pay. Full-time faculty may accept overloads each semester for additional compensation. Faculty members are expected to perform all regular duties and responsibilities with no degradation of services resulting from the overload. Course sections assigned to full-time faculty during the summer and winter sessions will be treated as overloads. For pay purposes, course sections assigned to adjunct part-time faculty are treated as overloads.

Overload class assignments are based on student demand, instructor expertise, and evaluations of faculty teaching during the previous academic year. The Vice Chancellor or designee will grant approval of these requests for faculty. Assignments are based on the best interests of the college and are reviewed carefully to ensure that the faculty member has appropriate skills and has appropriate time to conduct good teaching and still have necessary time in the schedule to perform other service duties required.

Full-time faculty may not teach more than **21 credit hours concurrently** with a total maximum assignment of **24 credit hours within a 15-week semester**. Faculty teaching during summer and winter sessions will be limited to **12 credit hours** with summer having two separate parts of term. Exceptions to this provision must be approved by the Vice Chancellor at the request of the instructional supervisor.

Compensation for Adjunct Faculty and Overload Assignments

To clarify and standardize the methods of payment for adjunct pay and overload pay, the following guidelines have been developed:

- Adjunct faculty and overload course assignments will be paid at the College's adjunct rate per credit hour. The rate of pay may vary for low enrollment and independent-study courses.

- Laboratory and studio courses are calculated based on contact hours in the traditional or virtual classroom for pay purposes. Contact hours are defined as the total hours in the classroom for the instructional term as published in the Louisiana Delta Community College schedule of classes.
- Clock-hour overloads for technical program faculty will be paid at the College's adjunct hourly rate. The rate of pay may vary for low enrollment and independent-study courses.
- Courses taught simultaneously, such as cross-linked courses and compressed video sections, do not count towards overload pay.
- There is no differential in pay for faculty rank, evening/weekend instruction, or e-learning online delivery.

Low Enrollment Courses

Guidelines related to assignment and fulfillment of low enrollment classes and their impact on faculty are referenced in academic policy **AA_110 Course Schedule Efficiency & Low Enrollment Course Cancellation Policy**.

Course Section Release Time

Release time provides faculty workload substitutions for special project assignments and additional duties appointments. Requests for release time may be initiated by the faculty member, Division Chair/Program Director, the Vice Chancellor, or the Chancellor. Section releases must be approved by the Division Chair/Program Director and the Vice Chancellor for Academics. Faculty appointments which incorporate section release time may include elected officers of the Faculty Senate, Program Coordinators and Directors, and Division Chairs.

Given the maximum number of credit hours instructional faculty are allowed to teach per semester (24 non-concurrent hours, 21 concurrent hours), a release from a course to fulfill programmatic, divisional, or college responsibilities is counted against the upper limit threshold for faculty awarded course release(s).

Compensation for a course release is defined by the instructional adjunct rate for 3-credit hours.

- Example #1: Instructor teaches five 3-credit hour class sections in a Spring term but is offered one course release to conduct research and develop an entirely new class on astrophysics. The course release counts as a sixth 3-credit hour class to be paid at the approved adjunct rate. An additional duty contract is generated, and the instructor workload is now 18 credit hours for the term.
- Example #2: Instructor is assigned a program coordinator role and assumes two course releases for administrative functions. However, the instructor must also teach five (5) sections of Spanish and German classes because he/she is the only credentialed faculty member. The instructor assumes a total of 21 credit hours of work, inclusive of five (5) active courses and two (2) course releases paid at the

approved adjunct rate. The instructor has also reached the absolute maximum number of concurrent hours assigned (21).