

FACULTY RESPONSIBILITIES

Policy Number: 427

Categorized: [Human Resources](#)

Responsible Office: Human Resources

Subject: Responsibilities of teaching faculty

Related Policies:

Procedures: See below.

Additional Information:

Effective Date:

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1. Scope

This applies to all full-time teaching faculty.

2. Policy

All instructional personnel shall maintain a workload that is consistent with VCCS policy and that provides for the needs of their students as well as the needs of the department, program, or division. This policy shall ensure that the major emphasis of faculty remains on teaching, while also allowing for special assignments as well as ensuring consistent application of personnel matters as related to teaching load and teaching-load adjustment.

In addition to normal workload, full-time teaching faculty responsibilities include office hours, academic advising, college and community service activities and professional development activities.

Exceptions to the teaching load guidelines specified in this policy may be approved by the president when said exceptions result in maintaining or increasing credit hour productivity in a given discipline. Such exceptions shall be justified utilizing historical enrollment data by discipline with reference to the most recent similar academic semester (e.g., fall semester 2019 to fall semester 2020). Further, such exceptions shall be noted on the appropriate semester/term Assignment Reports.

A. Normal Workload

1. Teaching loads for full-time teaching faculty during the regular academic year may include a combination of day, evening, and weekend classes, as the needs of the college require.

During the regular academic year, full-time teaching faculty are required to maintain a workload of twelve to fifteen (12–15) credit hours **and** fifteen to twenty (15–20) contact hours per semester.

2. Faculty teaching loads shall be calculated for the academic year (fall and spring semesters). The expectation is that the teaching workload is distributed relatively evenly between the fall and spring semesters. When a teaching load is less than or in excess of a full load for the fall semester, it may be compensated with adjustments in teaching load in the spring semester.
3. Adjunct faculty shall be limited to a maximum of 12 credit hours in the fall semester and 12 credit hours in the spring semester. Adjunct faculty are limited to a total of 8 credit hours in all summer sessions.
4. For the purposes of workload calculations:
 - a. Every lecture hour shall equate to one (1) credit hour and one (1) contact hour
 - b. Every laboratory hour shall equate to one-half (1/2) credit hour and one (1) contact hour.
 - c. Every clinical hour shall equate to one-half (1/2) credit hour and one (1) contact hour.
 - d. When the number of credit hours falls below twelve (12) because of the number of laboratory/clinical hours involved, the number of contact hours should be increased to bring the teaching load to the minimum of twelve (12) credit hours (utilizing the standard of two [2] laboratory/clinical hours equals one [1] credit hour) or to a maximum of twenty-four (24) contact hours.
5. Teaching load adjustments shall be expressed in terms of an equivalent teaching load for the purpose of computing a faculty member's total teaching load. Teaching load may be adjusted in accord with the provisions of this policy.

B. Adjustment to Normal Workload

1. A faculty member's teaching load may be adjusted by the College to take into consideration such factors as the use of instructional assistance, team teaching, nontraditional instructional delivery systems, special assignments, and curriculum development. Curriculum development should be primarily for the development of a new program or new course in a program and/or the complete revision of an existing course or program
2. Teaching load adjustments shall be expressed in terms of an equivalent teaching load for the purpose of computing a faculty member's total teaching load.
3. A faculty load may include approved educational program development projects such as:
 - a. Instructional development projects approved by the provost to improve teaching materials, methods of presentation, and instructional competence.
 - b. Curriculum development projects approved by the provost to improve curricular offerings. Such projects should be primarily for the development of a new program or a new course in a program and/or the complete revision of an existing course or program.
 - c. When a faculty member's load includes educational program development projects, the academic dean may request approval for such reassigned time by the College president. Curriculum development projects may be funded by grant stipends.
 - d. Credit-hour equivalencies will be applied to the faculty member's workload report; a twenty percent reduction in teaching load represents, for purposes of such equivalence, a full day's work of eight hours per week to be spent on the approved project.

4. Adjustments for large sections: Classes with enrollments of 45-70 shall be afforded a teaching credit load value of one and one-half times the standard teaching credit load value for such a class. Classes with enrollments of 71-96 shall be afforded a teaching credit load value of twice the standard teaching credit load value for such a class. Classes with enrollments of 97 or more shall be afforded a teaching credit load value of two and one-half times the teaching credit load value.

5. Cooperative Education Programs:

Student Credit Hours	Workload Credit
10-12	1
13-24	2
25-36	3
37-48	4
49-60	5
61-72	6
73-84	7
85-96	8
97-108	9
109-120	10
121-132	11
133-144	12
145-156	13
157-168	14
169-180	15

- a. The Cooperative Education program coordinator may have a reduced teaching load of not more than 20 percent for program coordination.
 - b. Full-time Cooperative Education teachers who have 100 percent of their teaching assignments in Cooperative Education courses may be eligible for overload pay when the semester credit-hour load exceeds 180 student-credit hours. Each 11-student credit hours in excess of 180 equates to 1 credit hour of overload pay.
6. General Usage Courses:
- a. Experimental Courses (93, 193, 293). Teaching credits may vary from 1 to 5.
 - b. Coordinated Internship (90, 190, 290). Teaching credits will be calculated using the same formula as Cooperative Education (above).
 - c. Topics In: (95, 195, 295). Teaching credits will be calculated as for a regular class.
 - d. On-Site Training In: (96, 196, 296). Teaching credits will be calculated as for a regular class.
 - e. Cooperative Education (97, 197, 297). Teaching credits will be calculated using the formula above.
 - f. Seminar and Project (98, 198, 298). Teaching credits will be calculated as for a regular class.
 - g. Supervised Study (99, 199, 299). Teaching credits will be calculated on the basis of 1 teaching credit for each 8 students. This applies to all disciplines.
7. Applied Music: Teaching load for coordinating applied music will be calculated on the basis of 22 applied music students = 1 credit hour of load.

8. Health Technology: Teaching load for health technology faculty shall be 15-20 credit-equivalent hours as follows:

2 clinical laboratory hours	1 credit equivalent hour
2 clinical instruction hour	1 credit-equivalent hour
2 clinical supervision hours	1 credit-equivalent hour

9. NOVA Online:

Enrollment	Workload Credit
1 Credit Course	
0-12	0.5
13-44	1
2 Credit Course	
1-11	.5
12-17	1
18-23	1.5
24-44	2
3 Credit Course	
4-7	.5
8-11	1
12-15	1.5
16-19	2
20-23	2.5
24-44	3
4 Credit Course	
0-5	.5
6-8	1
9-11	1.5
12-14	2
15-17	2.5
18-20	3
21-23	3.5
5 credit course	
5-9	1
10-14	2
15-19	3
20-24	4
25-44	5

C. Overload

1. For the purposes of calculating when the faculty member will receive overload pay, the teaching load is expressed in teaching credits. Overload is paid for all credit hours over 30, contact hours over 40 for the academic year, or workload hours over 30.
2. Full-time teaching faculty may be offered overload, not exceeding ten (10) credit hours for pay per academic session (consists only of fall and spring semesters).

3. Extra pay for an overload shall be the rate of the faculty members' 9-month salary multiplied by .015 for each overload credit hour. Compensation for overload shall be paid at the end of the spring semester.
4. The academic deans shall establish and approve, in writing, all overload assignments. Overload assignments and final payment must also be approved by the provost.

D. Summer Teaching Load

1. Faculty may be offered a teaching overload of not more than three credit hours or equivalent during the summer term. A faculty member shall not be considered as working an overload unless more than ten (10) credit hours or equivalent are taught. Pay for overloads shall be at adjunct rates.
2. The college president has authority to develop optional summer pay plans which
 - a. compensate faculty at a proration of the normal summer salary rate when a given course does not meet minimum enrollment standards as defined by the college; and
 - b. limit to less than ten (10) the maximum credit hour or equivalent assignment to be paid at the full time faculty summer term salary rate.
 - c. Optional plans shall specify any proration calculations to be used and any limitations to the maximum teaching assignment to be paid at the full-time faculty summer term salary rate. Credit hours or equivalent taught beyond the limitations specified in the institutional plan shall be compensated at the adjunct rate. Optional summer pay plans shall be developed in consultation with the faculty.

E. Office Hours

To promote the availability of faculty to work with individual students, all full-time faculty members are required to post on or near their office doors and in their Canvas shell a minimum of 10 hours per week as office hours to be available to work with students on their individual academic and occupational problems. All adjunct faculty are required to provide for student advising and related activities. Each adjunct faculty member shall ensure that all students have been informed of the contact details including location and time.

Exceptions due to distance learning, off-campus assignments, or use of technology to serve students may be approved by the Chief Academic Officer or designee.

F. Teaching Faculty Assigned Temporary Administrative/ Professional Duties

Regular nine and twelve month teaching faculty may be temporarily assigned non-teaching duties (released time) for administrative/professional activities of more than 50% of an individual's full-time teaching load for a maximum of two academic years by the college president. Faculty assigned more than 50% released time for non-teaching duties for more than two years must be classified as administrative faculty unless an extension beyond two years is approved by the Chancellor. The college shall maintain a record of all released time for audit purposes.

G. Additional Activities

Faculty responsibilities include committee work, student activities, community activities, student advising, and professional activities.

1. Academic advising: During the regular session contract period, fulfillment of advising responsibilities and assignments is a responsibility of faculty. There shall be no supplemental compensation for advising services during the regular contract period.
2. College and community service activities and contributions: In addition to teaching effectiveness, faculty are expected to engage in and contribute toward the good of the college and its community.

H. Professional Activities and Contributions

In addition to teaching effectiveness, faculty are expected to engage in and contribute toward the good of the college and its community. This requires that faculty members maintain current competence in their disciplines or specializations and that they share their expertise, time, and talents with the larger college community. Performance in this category will be measured not only by membership or affiliation but also by the quality of the contributions made by faculty members toward these endeavors. Such activities may include but are not limited to:

1. Membership and activity in professional and civic organizations (general and/or specialized organizations at the local, state, and/or national levels);
2. The accomplishment of important professional development activities that may or may not be part of an individual professional development plan;
3. Attending and participating in professional conferences; workshops, and meetings;
4. Keeping current regarding developments in education and industry;
5. Participating in business or industrial activities related to professional field;
6. Participating in college and state-level professional development activities;
7. Being active in college and Systemwide committees;
8. Engaging in writing speeches and reports and in consulting;
9. Engaging in classroom-based research to improve teaching or in discipline-based research that may lead to publication;
10. Sharing innovations in using instructional technology with colleagues in other colleges;
11. Participating in the community service program at the colleges;
12. Participating in local colleges advisory committees; and
13. Contributing to community welfare and community development.

3. Definitions

Clinical hours: the number of hours per week in a clinical setting as defined in the course description in the catalog. Equates to one-half credit hour and one contact hour.

Clinical instruction: a teaching-learning situation in which the student is engaged in a learning process that involves the care or treatment of patients outside the College and is under the direction and guidance of a College faculty member.

Clinical supervision: a teaching-learning situation in which the student is engaged in a learning process which involves patients outside the College and is under the direction and guidance of a clinical practitioner who is under the direction of a College faculty member responsible for coordinating this learning process with related classroom instruction.

Contact Hours: The number of hours faculty spend in direct student contact, per week, in a 15-week course, including lectures, laboratories, clinicals, seminars, supervised practice, or other similar instructional activities as prescribed by the course description in the college catalog. The total number of contact hours associated with a course of any length must be equal to the total number of contact hours associated with a 15-week course.

Credit hours: the credit-hour value of a course as defined in the course description in the catalog: 50 minutes of faculty instruction for a 15-week semester or 750 minutes of instruction.

Equivalent teaching load: teaching load adjustments translated into teaching credits and considered as part of the faculty member's full semester teaching load.

Full semester teaching load: twelve to fifteen (12–15) credit hours and fifteen to twenty (15–20) contact hours per week, per semester, in classes in the day or evening, or if the individual has fewer than twelve (12) credit hours and maintains twenty-four (24) contact hours.

Laboratory hours: the number of hours per week in a laboratory setting as defined in the course description in the catalog. Equates to one-half credit hour and one contact hour

Lecture hours: the number of hours per week in a lecture setting as defined in the course description in the catalog. Equates to one credit hour and one contact hour.

Non-credit contact hours: actual hours of contact required to conduct the non-credit instructional activity.

Overload: a faculty workload consisting of more than thirty (30) credit hours per academic year; more than forty (40) contact hours per academic year; or more than forty-eight (48) contact hours per academic year, if the corresponding credit-hour load is less than twenty-four (24) credits.

Reassigned Time: a portion of a faculty member's total workload expressed in workload credits and measured in clock hours that represents a temporary assignment of non-teaching administrative, professional, or other special duties. Calculated into the workload as one credit hour of reassigned time equals one workload credit and a total of 40 clock hours devoted to the assigned duties.

Teaching faculty: full-time teaching faculty hired on 9-month, 10-month, or 12-month appointment.

Workload: The sum of all workload credits associated with a faculty member's assigned responsibilities during a semester or academic term, an academic year, or a contractual period, including teaching load and released time for temporary administrative, professional, or other special assignment duties.

Workload Credits: For the purpose of workload calculations, one lecture hour shall equate to one workload credit and one contact hour; a laboratory hour or other non-lecture contact hour shall equate to one-half workload credit and one contact hour; every release time credit hour shall equate to one workload credit and 40 clock hours.

4. Procedures

The assignment of teaching loads and the distribution of related work, consistent with approved state and College guidelines, within a given division is the responsibility of the academic dean. Further, overall productivity in the total division workload is the responsibility of the academic dean. The rationale for

the allocation of future faculty and staff positions may be significantly related to the productivity and accountability of a given division. Full-time faculty will be offered a minimum of full-load for the academic year. The academic dean will assign a teaching load to full-time faculty prior to consideration of a teaching load for adjunct faculty.

The provost is responsible for the productivity and accountability of a given campus. Decisions concerning cancellation of a class due to size are the responsibility of the academic dean and the provost. Further, in unusual cases, the provost may adjust an individual faculty load on the basis of need and justification by the faculty member's academic dean.

5. Authority

VCCS Policy 3.5 Faculty Responsibilities