



# Operating Protocol & Procedure

## **Details:**

Number: 212

Title: Faculty Workload

Category: Employees

Office of Primary Responsibility: Human Resources

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## **Purpose:**

To establish guidelines for faculty workload.

## **Applicability:**

All regular faculty and part-time instructors as defined by Board policy 3-10 (Administration of Personnel)

## **Definitions:**

SBCCOE – State Board for Community Colleges and Occupational Education. Also referred to as the “Board.”

SFAC – State Faculty Advisory Committee

CFCC – Colorado Faculty Advisory Committee

SFCC – State Faculty Curriculum Committee

## **References:**

SBCCOE Policy 3-10 ([Administration of Personnel](#))

SBCCOE Policy 3-80 ([Faculty and Instructor Workload](#))

## **Attachments or Related Forms/Documents:**

None

## **Operating Protocol:**

Faculty workload at Pueblo Community College will be administered in accordance with Board policy 3-80, Faculty and Instructor Workload.

## **Procedure:**

The following procedures have been established in accordance with Board Policy 3-80.

### *Faculty Member's Assignment*

A faculty member's assignment will be defined by the job description, which is in accordance with BP 3-80. Each faculty member's job description is based on a standard faculty job description written by the Evaluation Committee and approved by All Faculty. This description encompasses standard duties and expectations of all faculty and may include unique aspects specific to the position, and may be obtained through Human Resources. Each new employee will meet with the supervisor in the first 30 days to discuss the job description.

### *Faculty Office Hours*

Faculty will maintain at least five (5) posted office hours per week to be available to students for individual conferences. These hours should be distributed to provide the maximum availability of the faculty member based upon student needs. These hours are to be approved by the Supervisor.

### *Faculty Weekly Hours*

Each faculty member is to maintain a minimum of twenty-four (24) on-campus hours each week. These hours will provide time for effective course delivery, office hours, and other department responsibilities. These hours may also include co-ops or other off-campus assignments as agreed upon by the supervisor and in concert with the state faculty workload policy (BP 3-80). An additional sixteen (16) hours will be required per week. The supervisor shall establish equitable workloads to the extent possible among faculty members after taking into account all activities assigned to faculty and the inherent characteristics of the discipline to which the faculty member is assigned. Any teaching overload shall be in addition to the weekly required hours. Changes to a faculty member's weekly hours based on this requirement must be approved by the supervisor. Faculty who are less than full time will have their hours prorated. Hours worked off-campus still count as work hours for the purposes of Family Medical Leave and other leave reporting.

### *Faculty Teaching Load*

The professional duties of a faculty member consist of a variety of assigned instructional and non-instructional activities which may be performed on or off campus. The combination of these activities constitutes a workload. State Board Policy (BP 3-80) and program accreditation standards must be addressed in each department. It is expected that each full-time, post-secondary faculty contract shall be fulfilled by meeting the overall definition of a normal workload. An aggregate minimum of 30 credit hours or 36 course contact hours per academic year will be the expected faculty teaching load. Non-teaching duties will be appropriately prorated for faculty teaching less than full-time.

### *Combined Classes - Load*

Classes of similar content which are combined and taught within the same time frame will be treated as a single class for teaching load purposes. The credit hour assignment in the workload will be calculated on the course of greatest credit (contact) if there is a difference in the courses being combined.

### *Independent Study Courses*

In lieu of compensation, independent study courses may be included in the calculation of faculty load.

### *Pro-Rata Courses*

In lieu of compensation, pro-rata courses may be included in the calculation of faculty load.

### *Class size*

Online and hybrid courses shall be capped at an appropriate number of students as determined by the department chair and dean of the division and shall not exceed 25 students without written approval of the assigned faculty member and the department chair, or the dean of the division. In all cases, student learning will not be compromised with a larger class size.

Traditional classroom delivery courses will be capped at an appropriate number of students and shall not exceed 45 students unless faculty and the department chair request approval from the appropriate dean to increase the class size. In all cases, student learning will not be compromised with a larger class size.

### *Faculty Load/Compensation for Work Experience in Education at PCC*

(Internships/Clinical/Co-ops, etc.)

Compensation for internships, clinical/co-ops, etc., may be applied as an additional stipend or reduction in teaching load.

### *Club Sponsorship*

The faculty sponsors of Associated Student Government and Phi Theta Kappa, at the faculty sponsor's discretion, shall receive three (3) credit hours of release time or be compensated.

Faculty who sponsor chartered clubs will receive compensation equivalent to one credit hour.

### *Faculty Committee Workload Compensation*

Faculty committee workload compensation may be applied as an additional stipend or reduction in teaching load.

- The Faculty Council Chair will receive three credits per semester.
- The Faculty Assessment Chair will receive three credits per semester.
- Faculty Assessment Leads (one per division) will each receive three credits per semester.
- The SFAC Representative will receive two credits per semester.
- The CFAC Representative will receive one credit per semester.
- The SFCC Representative will receive one credit per semester.
- The CTEAL Chair will receive three credits per semester.

### *Teaching Overloads*

Teaching overload assignments should be avoided when possible. An overload assignment shall be in addition to the 30 credit hours or 36 contact hours per academic year. Overload assignments will be reviewed and approved by the department chair (or designated authority in the absence of a department chair), appropriate dean, and VPAS each semester.

In lieu of compensation for an overload, full-time faculty may be able to have a reduced load the next semester with approval of the Department Chair and appropriate Dean. However, the load must be met

and adjusted within a single academic year (Fall through Summer) and may not be applied against a term in a different academic year.

*Teaching Load Summer Term and Session*

1. Faculty may teach a maximum of 20 credits total for the summer terms.
2. With the Department Chair, appropriate Dean, and VPAS approval, summer teaching may be applied toward the regular teaching load in the current academic year but not applied to the next academic year.