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PURPOSE

The purpose of this procedure is to define the faculty workload requirements for instructional faculty in accordance with the South Carolina Technical College System. This State Procedure 8-2-103.1 specifically states that each Technical College must develop an institutional faculty teaching/workload and overload compensation policy/procedure for permanent teaching faculty.

PROCEDURE

1. Introduction

The Technical College of the Lowcountry Faculty Teaching Load Procedure is developed in conjunction with the South Carolina Technical College System Policy 8-2-103 and Procedure
8-2-103.1. Teaching faculty are employed to perform teaching and other instructional related duties depending upon the needs of the institution. The minimum full time week is 37.5 hours, to include assigned teaching, office hours, preparation, and any other assigned duties and responsibilities.

TCL considers its Division Deans full-time faculty who have been assigned administrative duties. Specific procedural implications for Division Deans are developed in conjunction with South Carolina Technical College System Procedure 8-2-102.1 and TCL Procedure 6-1-601.17.

2. Terms of Employment

A. General

Faculty are employed to perform teaching and other instructional related duties depending upon the needs of the College. The minimum full-time work week is 37.5 hours, to include assigned teaching, office hours, preparation, and any other assigned duties and responsibilities.

B. Academic Year

The usual base period of employment for teaching faculty members will be the regular academic year which includes fall and spring semesters and totals thirty-nine (39) weeks.

C. Summer Session(s)

Faculty may be considered for supplemental employment agreements during the summer. Supplemental employment agreements may be executed for periods up to 13 weeks beyond the basic thirty-nine (39) week employment period. Faculty may be paid up to 1/39 of the 39 week salary for each full week worked. Faculty will be paid on a pro-rata basis for a reduced instructional load.

3. Teaching Assignments

A. Faculty may be assigned to teach credit or non-credit courses in their area of expertise as part of their primary teaching load. Such courses may be assigned during the day, evening, and/or weekend hours, at on/off-campus locations, and through alternate
delivery methods. There is no seniority system with teaching assignments.

B. Permanent faculty will be given priority to teach courses that otherwise would be taught by adjunct faculty. Adjunct faculty will be hired only after all full-time faculty members have been assigned a normal load.

4. Teaching Loads

A. General Loading Procedure

The fall and spring semester shall normally consist of 16 weeks each for instructional and exam periods. The desirable teaching load shall be 15 to 18 semester credit hours or 20 to 24 instructor classroom/lab contact hours.

The teaching load for faculty teaching primarily lecture courses where one hour of weekly instruction equates to one credit hour shall have a range of 15 to 18 semester credit hours. Faculty that teach in the arts, humanities, social sciences, mathematics, English, business and other areas with courses that are primarily lecture courses will be loaded on semester credit hours.

The teaching load for faculty teaching primarily lecture/laboratory/clinical/work experience which requires three to ten hours of instruction for each credit hour shall have a range of 20 to 24 semester contact hours. Faculty that teach in the allied health, nursing, sciences with labs, as well as other vocational/technical areas with courses that are lecture with a concentration of laboratory/clinical/work experience will be loaded on contact hours.

The contact hour range of 20 to 24 hours equates to the credit hour range of 15 to 18.

In order to assess full time loading under this procedure, the following loading formula is to be used:

\[
\frac{\# \text{ Credit Hours for classes}}{15} + \frac{\# \text{ Contact Hours for lab/clinical}}{20} + \frac{\# \text{ Credit Hours for release time}}{15} = \text{FTE}
\]

The above calculation is used to simplify loading for faculty teaching both contact and credit hours. The assumption is also that the faculty member has met the productivity
factor demonstrated by the generation of an adequate number of student credit hours produced in accordance with the teaching discipline, as described in the next section. In the Fall Semester, a faculty member may elect to instruct more than the minimum number of credit hours or contact hours. As long as the Fall Semester classes meet the minimum productivity for the number of credits or contact hours, the instructor would be only required to teach the additional number of credit hours or contact hours during the Spring for the combined Fall and Spring Semesters. If that instructor did not achieve the minimum productivity for the Spring Semester, an additional class would be required.

Full-time faculty whose credit or contact hour load falls below the minimum required for a full load specified during a semester or who do not meet the required productivity factors for the academic year or during the Summer term will be paid at a proportional rate of their full salary.

In semesters when the funds allocated to the College are adequate to support the instructional budget, the teaching load of the faculty may be calculated at the lower end of the range, not to fall below 15 credit hours or 20 contact hours. When conditions dictate, the President may declare for a specific period of time an increase in the assigned instructional hours to the upper end of the range, not to exceed 18 credit hours or 24 contact hours. Under such circumstances, increases will be equitably assigned to all faculty. The Vice President for Academic Affairs will notify faculty in advance of the effective term concerning any requirement to increase teaching workload.

B. Summer Term

The desirable teaching load for the Summer term shall be proportional to the College’s full-time teaching load for the Fall or Spring Semester. Summer Semester is a separate, supplemental employment agreement and loading calculation. The desirable teaching load for the Summer Semester shall be 12 to 15 semester credit hours or 16 to 20 instructor classroom/lab contact hours.

C. Production of Student Credit Hours

Faculty are expected to generate a minimum number of student credit hours in accordance with the guidelines set forth in Table 1.

D. Assignment of Teaching Load
Division Deans are responsible for assigning equitable and academically appropriate teaching schedules to faculty members. Considerations include the qualifications of the instructor, an appropriate mix of classes, a reasonable number of class preparations, appropriate section sizes, and travel time to off-campus locations. It is the responsibility of each Division Dean to insure that each full time faculty member in the division has a full time teaching load.

When a full time teaching load is not available for a faculty member, the Division Dean will recommend a course of action to the Vice President for Academic Affairs. This may include: (1) a reduced contract or (2) the assignment of an additional course to achieve the required minimum number of student credit hours to be generated. Should option 2 be recommended, the faculty member still has the option to accept a reduced contract.

E. Productivity Factors

In assigning teaching loads and in determining overload factors for compensation, consideration will be given to the following:

1. Types of classes;
2. Number and type of preparations;
3. Method of delivery, time and location of the classes;
4. Budgetary considerations; and
5. Production of a required number of student credit hours.

The number of student credit hours generated is based upon the current funding formula ratio for the discipline. If a faculty member does not meet a minimum productivity requirement, the teaching load may be adjusted above the normal load ranges to achieve an acceptable productivity requirement determined by an acceptable minimum number of student credit hours generated in a particular discipline (see Table 1).

Any exceptions to this college policy must be approved by the Vice President for Academic Affairs and documented.

F. The teaching load for Department Heads and Division Deans may be reduced to provide time for the performance of the administrative duties and responsibilities normally associated with the specific job assignment. (Refer to South Carolina Technical College
System Procedure 8-2-102.1 and TCL Procedure 6-1-601.17).
G. Productivity Factors: Independent Study and Online Courses

**Independent Study Loading Guide**

Hours generated through assigned independent study classes will be included in determining the faculty member’s teaching load. The Independent Study Loading Guide, which follows, will be used to determine hours generated from an approved Independent Study. Independent study courses should be arranged only as a last option and must have the approval of the Vice President for Academic Affairs (refer to Procedure 3-1-301.9).

<table>
<thead>
<tr>
<th>Number of Students Enrolled at End of Drop/Add</th>
<th>Course Credit %</th>
<th>1 SHC Course</th>
<th>2 SHC Course</th>
<th>3 SHC Course</th>
<th>4 SHC Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>10</td>
<td>0.1</td>
<td>0.2</td>
<td>0.3</td>
<td>0.4</td>
</tr>
<tr>
<td>3-5</td>
<td>20</td>
<td>0.2</td>
<td>0.4</td>
<td>0.6</td>
<td>0.8</td>
</tr>
</tbody>
</table>

**Online Course Loading Guide**

These guidelines are to be used to determine faculty loading for online courses.

<table>
<thead>
<tr>
<th>Number of Students Enrolled at End of Drop/Add</th>
<th>Course Credit %</th>
<th>1 SHC Course</th>
<th>3 SHC Course</th>
<th>4 SHC Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-11</td>
<td>75%</td>
<td>0.75</td>
<td>2.25</td>
<td>3.0</td>
</tr>
<tr>
<td>12-23</td>
<td>100%</td>
<td>1.00</td>
<td>3.00</td>
<td>4.0</td>
</tr>
<tr>
<td>24-30</td>
<td>125%</td>
<td>1.25</td>
<td>3.75</td>
<td>5.0</td>
</tr>
</tbody>
</table>
5. Other Assigned Duties and Responsibilities

Teaching faculty are required to post and maintain a minimum of eight office hours per week to advise students and to assist students with their course work. In addition to these hours, teaching faculty are responsible for curriculum development, committee assignments, and other instructional related duties as assigned.

Office hours are to be posted and provided electronically, where feasible.

6. Release Time

A. Administrative Release Time for Division Deans

As per South Carolina Technical College System Procedure 8-2-102.1, faculty assigned to positions with supervisory and/or management responsibilities may be authorized a reduction in the normal teaching load for the assigned discipline and/or an administrative pay. The teaching load for Division Deans may be reduced to provide time for the performance of the administrative duties and responsibilities normally associated with the specific job assignment. (Refer to TCL Procedure 6-1-601.17). Division Deans with a reduced teaching load normally are not eligible for teaching overload. The appointments of full-time faculty to position of Division Dean will be done on an annual basis by recommendation of the Vice President for Academic Affairs to the President.

B. Instructional Release Time

Teaching faculty may be released from some or all of the normal teaching load to perform instructional related administrative assignments that are not normally associated with the primary job assignment. Such assignments are to be considered temporary and normally may not exceed one academic year. Any instructional related administrative assignment that necessitates extension beyond two academic years will require SBTCE-HR concurrence. Teaching faculty with a reduced teaching load normally are not eligible for teaching overload compensation, however, extenuating circumstances may warrant overload compensation.

Division Deans may request, in writing, adjustments to the faculty teaching loads specified in this procedure. These adjustments are to take into account exceptional
responsibilities. The implementation of approved instructional release time for the development of special projects may normally be recognized as the equivalent of up to three semester credits or five contact hours for the assignments. The Division Dean shall submit such requests to the Vice President for Academic Affairs (VPAA) prior to the beginning of the semester for which the request is made.

7. Overload Compensation

The Division Dean will recommend faculty overload by semester based on the following:

1. Full-time faculty may receive overload compensation when their assigned teaching workload exceeds, in either credit hours or contact hours, the regular course load (15 credit hours or 20 contact hours) by one or more course sections, or the equivalent for the academic year. Overload is paid at 31 or more credit hours or 41 contact hours for the academic year. Workload for the fall or spring semester must be 16 or more credit hours or 21 or more contact hours to be considered for overload compensation. During the summer semester, workload must be 13 or more credit hours and 17 or more contact hours to be considered for overload compensation. Faculty are responsible for working with their respective dean to plan for fall and spring loading.

Written documentation on the overload effort for each instructor must be provided by the Division Dean and approved by the Vice President for Academic Affairs and the Vice President for Administrative Services. Documentation must clearly indicate the Department’s overall student credit hour productivity and the individual instructor’s student credit hour productivity. The Division Dean is responsible for monitoring instructor and department productivity. No faculty member may receive more than a two course (6 credit hours) overload per semester without prior approval by the Vice President for Academic Affairs. Exceptions will be granted only in cases of emergency and only for one semester.

2. Faculty members granted release time from their teaching workload normally may not receive overload compensation; however, extenuating circumstances may warrant overload compensation. The particular circumstances must be provided by the Division Dean as a written justification and approved by the Vice President for Academic Affairs and the Vice President for Administrative Services prior to the performance of the additional instructional effort.
3. Overload compensation will be at the adjunct faculty rates established by the discipline.

4. Overload compensation will be governed by State Dual Employment Procedures. Total overload compensation may not exceed thirty (30%) percent of the faculty member’s base pay.