



## TECHNICAL COLLEGE OF THE LOWCOUNTRY

### **PROCEDURE: Faculty Teaching/Work Load and Overload Compensation Number: 5.3.1.4**

Responsibility: Human Resources and Academic Affairs  
Last Updated: November 8, 2023  
Related Policy: 5.3.1 Compensation

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President

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#### **Purpose:**

The purpose of this procedure is to define the faculty teaching/workload and overload compensation requirements for instructional faculty in accordance with the South Carolina Technical College System Policy 8-2-103 and Procedure 8-2-103.1, which specifically state that each Technical College shall develop an institutional faculty teaching/workload and overload compensation policy/procedure for permanent teaching faculty.

#### **Procedure:**

##### **I. Terms of Employment for Full Time Teaching Faculty**

##### **General**

Teaching faculty are employed to perform teaching and other instructional related duties depending upon the needs of the College. In addition to assigned teaching load, faculty assigned

duties include those delineated in SBTCE Procedure 8-4-101.1 “Faculty Performance Management System.” The minimum full-time work week is 37.5 hours, to include assigned teaching, advising, office hours, preparation, committee meetings, college and community service, curriculum development, and any other assigned duties and responsibilities.

### **Regular 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 (nine months).

### **Summer Session(s)**

Teaching faculty may be considered for additional employment agreements during the summer. Additional employment opportunities may be extended for periods up to 13 weeks beyond the basic thirty-nine (39) week employment period. Compensation may be up to 1/39 of the thirty-nine (39) week salary for each full week worked or on an hourly basis for hours worked. Faculty may be paid on a reduced instructional load during the summer. Teaching faculty who work outside their base period of thirty-nine weeks (nine-months) of employment, are not considered to be working in a dual employment arrangement, but are instead considered to be on summer employment.

## **II. Teaching Assignments**

1. Full-time Faculty may be assigned to teach credit or non-credit courses in their area of expertise as part of their primary teaching load. Based on College needs 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.
2. Full-time 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.

## **III. Faculty Loading (Teaching Loads)**

1. The fall and spring semester shall normally consist of 16 weeks each for instructional time and exam periods. The instructional hour will be defined as 50 minutes. One semester credit hour will be defined as 750 minutes of classroom or equivalent laboratory time. The desirable teaching load shall be 15-18 semester credit hours or 20-24 instructor classroom/lab contact hours. Summer semester shall normally consist of 8 weeks for instructional and exam periods. The desirable teaching load for summer semester shall be 12-15 semester credit hours or 16-20 instructor classroom/lab contact hours. All faculty loading will be at the dean’s discretion.
2. In assigning teaching loads and determining overload compensation, consideration should be given to the following productivity factors:
  - a. Load hours associated with the type of class (class type includes lecture/laboratory/clinical/internship/alternative delivery methods)
  - b. Number and type of preparations

- c. Section size
  - d. Time and location of classes
  - e. Budgetary considerations
  - f. Other documented and consistently administered/approved considerations (individual College procedures must specify)
  - g. Exceptions to the college policy/procedure for faculty teaching/workload must be explained and documented.
  - h. The teaching load for the Deans of the Schools and Department Heads/Chairpersons and may be reduced to provide time for the performance of the administrative duties and responsibilities normally associated with the specific job
  - i. When supervision of cooperative education programs, clinical learning experiences, or other non-traditional instructional programs are assigned, teaching faculty shall not normally be scheduled for more than a total of 40 hours of work per week to include scheduled instructional class periods, required counseling, required clinical preparation time, and assigned supervisory responsibilities.
3. The Deans of the Schools are responsible for assigning equitable and academically appropriate teaching schedules to faculty members keeping in a consistent, fair and academically appropriate manner. Considerations include the qualifications of the instructor, an appropriate mix of classes (including lecture, shop, laboratory, clinic, and alternate delivery methods), a reasonable number of class preparations, appropriate section sizes, minimum of 8 students per course per semester, and travel time to off-campus locations, budgetary considerations, alternate schedules, and other documented and consistently administered/approved considerations. It is the responsibility of each School Dean to ensure that each full time faculty member in the school has a full time teaching load if possible.
  4. When a full-time teaching load is not available for a faculty member, the School Dean will recommend a course of action to the Vice President for Academic Affairs. This may include:
    - a. a reduced agreement,
    - b. alternate teaching assignments,
    - c. non-credit course assignments in order to achieve the required minimum number of student credit/course hours required for teaching loads, or
    - d. special projects assigned by the School Dean.
  5. The teaching load for Department Head/Chairs and Academic Program Director/Coordinators may be reduced to provide time for the performance of the administrative duties and responsibilities normally associated with the specific job assignment (see Release Time).
  6. When supervision of cooperative education programs, clinical learning experiences or other non- traditional instructional programs are assigned, teaching faculty shall not normally be scheduled for more than 37.5 hours of work per week to include scheduled instructional class periods, required counseling, required clinical preparation time, and assigned supervisory responsibilities.

### **Semester Loading Guidelines**

	<b>Target Credit Hours</b>	<b>Target Contact Hours</b>	<b>Target Clinical/Lab Hours</b>
<b>Department Head/Chair</b>	9-12	13-16	21
<b>Academic Program Director/Coordinator</b>	12-15	16-19	25
<b>Faculty*</b>	15-18	20-24	30

\* Faculty in Health Sciences are exempt from the above semester loading guidelines and are loaded per a college matrix specific for the School of Health Sciences.

**Online Course Loading Guidelines:** Online courses will be loaded utilizing same semester loading guidelines.

**Non-Credit Course Loading Guidelines:** Non-credit courses are loaded based upon guidelines established by the Continuing Education Division.

\*NOTE: Prior to the beginning of each academic semester, the School Deans must submit to the Vice President of Academic Affairs any exceptions to the college procedure for faculty teaching/workload.

#### **IV. Other Assigned Duties and Responsibilities**

**The Deans of the Schools** have responsibilities for the leadership of a major instructional school and ensuring the delivery of quality instruction. All Deans must demonstrate the experience and academic qualifications to lead the assigned academic school.

Leadership and management responsibilities include, but are not limited to:

- Provide overall leadership in all instructional programming, instructional support services, and program evaluations.
- Supervise/coordinate all academic functions including approval of class schedules, course syllabi, purchase of instructional equipment and materials.
- Supervise the development/revisions of all credit programs/curricula.
- Manage appropriate and equitable loading for all departments within the assigned school.
- May collaborate with Continuing Education and Workforce Development Division on non-credit course offerings within the assigned school.
- Develop and implement long-range strategic and operational plans for assigned school.
- Develop, track, and manage annual academic area's budget and fiscal affairs.
- Adhere to all accreditation standards.
- Recruit, interview, hire, train, supervise, and evaluate full-time faculty, program directors

and department heads to meet the objectives of the academic area using FPMS program.

- Train, supervise, and evaluate adjunct faculty.
- Recommend program/curricula improvements and academic needs to Vice President of Academic Affairs.
- Create a positive work/learning environment for faculty, staff, and students in academic area.
- Encourage academic growth for faculty and staff by making available workshops, seminars, continuing education courses, and graduate studies within the guidelines of professional development.
- Represent academic area and maintain communication contact, supports with business and industry, community organizations, and individuals throughout the College, the College service delivery area, state and national agencies.
- Ensure Advisory Boards are established and maintained for all program areas within assigned school.

Deans report directly to the Vice President of Academic Affairs.

**Department Heads/Chairs** have responsibility for the delivery of quality instruction and for academic program administration. This position has the same responsibilities as the Academic Program Director/Coordinator, but is classified differently based on the number of the scope of program, including the number of programs, the number of faculty indirectly supervised, the number of institutional sites served, and other relevant factors. Department Heads/Chairs must demonstrate the experience and academic qualifications to lead the academic area or major. Classes may be assigned in day, evening, on-campus and/or off-campus through traditional and/or alternate delivery methods.

Responsibilities include all those listed under full-time faculty: teaching, advising, office hours, preparation, committee meetings, college and community service, recruitment, curriculum development, and any other assigned duties and responsibilities, plus added administrative responsibilities listed under Academic Program Director/Coordinator.

Department Heads/Chairs report directly to the School Dean.

**Academic Program Director/Coordinators** have responsibility for the delivery of quality instruction and for academic program administration. Academic Program Director/Coordinators must demonstrate the experience and academic qualifications to lead the academic area or major. Classes may be assigned in day, evening, on-campus and/or off campus through traditional and/or alternate delivery methods.

Responsibilities include all those listed under full-time faculty: teaching, advising, office hours, preparation, committee meetings, college and community service, recruitment, curriculum development, and any other assigned duties and responsibilities, plus added administrative responsibilities.

Administrative Responsibilities include, but are not limited to:

- Evaluate programs to include program and student learning outcomes, curriculum, and course/program changes.
- Develop, track, and manage budget and fiscal affairs related to area(s) of responsibilities.
- Identify personnel and equipment needs.
- Develop and implement long-range operational and strategic plans for area(s) of responsibility.
- Schedule courses and assist with assigning faculty workload.
- Adhere to all accreditation standards.
- Prepare necessary reports associated with related area.
- Train, supervise, and evaluate adjunct faculty.
- Coordinate ordering textbooks and supplies with Campus Bookstore.
- Organize program advisory committee.
- Prepare departmental reports.
- Prepare agenda and chair departmental meetings.
- Create an atmosphere conducive for students and faculty to achieve their goals.

Academic Program Director/Coordinators report directly to the School Dean.

**Full-time Faculty** are primarily responsible for the content, quality, and effectiveness of the assigned curriculum. Classes may be assigned in day, evening, on-campus and/or off-campus through traditional and/or alternate delivery method. Responsibilities include teaching, support, advisement, college and community service, recruitment, professional development, customer service initiatives, and other duties as assigned.

Full-time Faculty report directly to the Dean of the School and may report indirectly to Academic Program Director or Department Chair for curriculum and accreditation supervision. Full-time faculty must submit and have approved a working schedule at the beginning of each semester. Full-time teaching faculty are expected to be on campus as required by their job duties and class assignments. Weekly hours are established regardless of teaching day/evening/weekend classes, teaching at on/off-campus locations, and teaching through alternate delivery methods and these schedules are approved by the School Dean. Part of these hours must include a minimum of eight (8) office hours per week to advise students and to assist students with their course work. In addition to these hours, full-time faculty are responsible for course preparation, committee meetings, college and community service, recruitment, curriculum development, and any other assigned duties and responsibilities.\*

\* Faculty in Health Sciences may have exemptions to the duties and responsibilities listed above due to on site clinicals and practicums. These exemptions will be noted on the Health Science loading matrix prepared each semester.

*All 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.*

## V. Release Time

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. When appointed to an administrative position, release time will be commensurate with the position. *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 College Human Resource Office approval. Teaching faculty with a reduced teaching load normally are not eligible for teaching overload compensation; however, extenuating circumstances may warrant overload compensation. Such extenuating circumstances will be determined on a case-by-case basis.*

1. Department Heads/Chairs' normal teaching loads may be reduced to provide time for the administrative duties and responsibilities normally associated with the specific program and accrediting board assignments. Department Heads/Chairs will be limited to teaching 12 credit hours/17 contact hours per semester. Department Heads/Chairs with a reduced teaching load normally are not eligible for teaching overload compensation; however, extenuating circumstances may warrant overload compensation. Such extenuating circumstances will be determined on a case-by-case basis based on College needs and approved prior to each semester by the Vice President of Academic Affairs.
2. Academic Program Directors/Coordinators' normal teaching load may be reduced to provide time for the administrative duties and responsibilities normally associated with the specific program and accrediting board assignments. Academic Program Director/Coordinators will have at least one course release per year as determined by the School Dean. Academic Program Director/Coordinators with a reduced teaching load normally are not eligible for teaching overload compensation; however, extenuating circumstances may warrant overload compensation. Such extenuating circumstances will be determined on a case-by-case basis based on College needs and approved prior to each semester by the Vice President of Academic Affairs.
3. Teaching Faculty may be released from some or the entire 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. Such extenuating circumstances will be determined on a case-by-case basis based on College needs and approved by the Vice President of Academic Affairs PRIOR to the performance of additional instructional effort.

NOTE: The School Dean will submit written proposals for release time to the Vice President of Academic Affairs for approval.

## **VI. Overload Compensation**

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

1. Teaching faculty who are assigned more than a full teaching/workload (minimum of 37.5 hours per week) during any term may be compensated for overload teaching assignments.
2. Overload compensation is paid to the full-time faculty member at the adjunct course pay rate established for that program.
3. Overload compensation, including any dual employment agreements, is not to exceed thirty percent (30%) of the faculty member's base pay for the fiscal year.
4. Overload compensation agreements are processed at the end of the 10-Day Roster period with payment reduced accordingly based upon loading guidelines outlined under Teaching Loads.
5. Overload compensations is paid at the beginning of the payroll cycle that follows the approval date.
6. Overload payments are paid through equal supplemental payments in addition to the faculty's normal rate of pay.

Faculty will provide their weekly work schedules to ensure compliance with this procedure. The Dean of the School is responsible for monitoring instructor and department performance measures and productivity when approving overloads.

No Teaching Faculty may receive more than a two course (6 credit hours) overload per semester. Exceptions will be granted only in cases of emergency and only for one semester. The Vice President for Academic Affairs must grant prior approval.