

WNCC Administrative Procedure

Title:	Faculty Workload Calculation
Division:	Academic Affairs
Category:	Faculty Workload
Reference:	BP-630 (Faculty Workload) AP-613.01 (Definition of an Academic Credit Hour) AP-630.02 (Section Caps and Minimums) AP-630.04 (Strategic Course Management) Current Western Education Association and Western Community College Area Board of Governors Negotiated Agreement
Number:	AP-630.01
Date of Approval:	May 15, 2026
Approval:	Greg Dart, President

Purpose

This procedure describes the expectations for a full-time instructional faculty member's workload and establishes the method for calculating faculty workload.

Scope

This procedure applies to all full-time instructional faculty members at WNCC.

Definitions

At load – An instructor is “at load” if they teach 15 load hours per semester (fall/spring) or 7.5 load hours per summer semester, if on a 220-day contract. Load is calculated on a semester-by-semester basis.

CAO - Chief Academic Officer

Class size – Total number of students enrolled in a class as captured on the census date.

Contact hour – The number of hours an instructor is present in a course to provide directed activities and instruction to students.

Credit hour – Based on the Carnegie Unit the number of credit hours a student receives for a course (see AP-613.01).

Discretionary Load – An individual load assignment agreed upon between the CAO, dean/associate dean, division chair, and faculty member before the start of the semester.

Load hour – The amount of load credit an instructor receives for a course. The calculation is based on a multiplier determined by the kind of instruction that the course requires.

Modality – The method of student participation in instruction. Can include:

- *Synchronous* – students meet with an instructor at a designated time, either in person or virtually using distance technology.
- *Asynchronous* (online) – students access instruction via technology at a time other than when the live instruction was provided (e.g., recordings of class lectures) and on their own schedules. Requires some structured interaction with faculty.
- *Hy-Flex* – students can meet synchronously, in person or virtually, and asynchronously as the student so chooses.
- *Hybrid Course* – students have the option of meeting a) synchronously choosing to meet either in person or virtually or b) asynchronously choosing to meet virtually or online.
- *Stacked Course* – one instructor teaches two different courses at the same time and using the same modality, synchronous or asynchronous.

Overload – An instructor is at “overload” if they teach or are assigned more than 15 but less than 21 load hours per semester or more than 7.5 hours per summer semester, if on a 220-day contract. Loads above 21 credit hours per semester require prior approval from the CAO.

Underload – An instructor is “underload” if they teach fewer than 15 load hours per semester (fall/spring) or fewer than 7.5 hours per summer term, if on a 220-day contract.

Procedure

Schedule of Load Hours

Full-time instructional faculty members are expected to maintain a full schedule of load hours each academic year as follows:

- *175-day contract faculty* – 15 load hours per semester (fall and spring terms)
- *220-day contract faculty* – 15 load hours per semester (fall and spring terms), plus 7.5 load hours per summer semester

Calculation of Load Hours

Load hours are determined each academic term on the following:

1. Course Contact Hours

The number of course contact hours taught adjusted by the multipliers outlined below:

- *Lecture courses* – 1 contact hour = 1 load hour

- *All other courses* – 1 contact hour x 0.75 = load hours except for preceptorship (see chart below).

Type of Course	For each Credit Hr.	Minutes Per week	Contact Hours	Multiplier	Total Load Hours
Lecture	1	50	15	1	1
Academic Transfer/General Education Lab	1	100	30	0.75	1.5
Vocational Lab	1	150	45	0.75	2.25
Clinical	1	150	45	0.75	2.25
Practicum	1	150	45	0.75	2.25
Preceptorship				60% of clinical load	
Physical Education	1	100	30	0.75	1.5
Ensemble	1	50	15	0.75	2.25
Art Studio	1	75	25	0.75	1.13
Music Studio	1	25	15	0.75	0.50
Dance Studio	1	150	45	0.75	2.25

Example: CHEM 1090 is offered for 3 lecture credits and 1 lab credit, for 3 contact hours for lecture + 2 contact hours for lab = $(3 \times 1) + (2 \times 0.75) = 4.5$ load hours

2. Non-Instructional Load Hours

Load hours will be assigned for the following non-instructional activities:

- *Division Chair* – must maintain a teaching load of at least 51% of total load hours. Release time and stipend based on number of full-time, adjunct, and dual-credit faculty and number of programs of study in the division. Must present annual report of activities to the CAO by June 1 of each year.
- *Program Director* (administrative leader of programs with accreditation responsibilities) – *5 load hours per semester + stipend. Must present annual report of activities to the CAO by June 1 of each year.
- *Program Coordinator* (administrative leader of programs with no accreditation responsibilities) – *3 load hours per semester. Must present annual report of activities to the CAO by June 1 of each year.
- *Clinical Coordinator* (administrative leader who arranges clinical precepting at the site) – 3 load hours per semester.

- *Clinical Supervisor* (provides overall clinical supervision but is not responsible for individual student instruction) – 0.5 workload hours for every four (4) students in a clinical. No stipend included with this position.
- *Additional duties and assignments in the health science areas* (e.g., simulation facilitator) – load credit may be assigned as approved by the CAO and dean, associate deans, or division chair for Health Sciences.

**Load hours for release time calculated with the standard 2.66 hours per credit hour calculation.*

3. Discretionary Load Hours

- The CAO will consult with the deans/associate deans and division chairs regarding consistency in the application of discretionary load.
- Depending on institutional need, student demand, and an instructor's willingness to teach a low-enrolled course, the low-enrolled course may be considered for partial load credit to make up part of the difference. Proportional calculations will be made for sections capped at lower than 25 students. (See also: AP-630.04 Strategic Course Management)

For Courses with a Section Cap of 25:	Partial Load Hours Assigned:
9 students	100%
8 students	90%
7 students	80%
3-6 students	70%
1-2 students	consider for DIS

- Additional responsibilities as part of standard instructional load that will not be considered for discretionary load:
 - In addition to classroom instruction, full-time instructors shall perform other related instructional responsibilities as a part of their standard load. Routine instructional duties include, but are not limited to, group instruction, assisting individual students, advising, committee work, curriculum and course development, professional development, and performing other assigned duties.
 - Office Hours:** An office hour represents time regularly scheduled for the purpose of consultation with students and other activities pertinent to instruction. Each faculty member must schedule a minimum of five (5) office hours per normal workweek, and the office hours should cover a variety of days and times and in a manner (in person or virtual) that best meets the needs of students. Faculty must post their office hours

in their syllabi and on their office door. If need arises, instructors should be available for conferences by appointment.

- iii. **Assessment:** All faculty are expected to participate in student, course, program-level and general education assessment activities consistent with the faculty job description.
- iv. **Related Meetings:** Instructors shall attend division, faculty, in-service, and assigned committee meetings.
- v. **Advising:** In a collaborative effort, faculty assist students with degree planning and requirements, selecting courses, monitoring academic progress, and identifying career or professional goals. Advising is part of each full-time faculty member's contract.

Determining Faculty Load

1. Each semester, faculty members will complete a preliminary load worksheet the last week of the fall semester for the spring semester and the last week of the spring semester for the upcoming academic term identifying:
 - a. the courses taught, including the credit hours, contact hours, and load hours for each;
 - b. non-instructional load assignments; and
 - c. considerations for discretionary load.
2. These preliminary load sheets will be given back to the faculty member the week before classes start each term – after the course cancellation meeting has taken place. Load sheets for faculty with 21 hours or more must be approved by the CAO at this time and the faculty is notified.
 - a. If faculty are underloaded, an under-enrolled class must be taught. It will be taught at a percentage that follows the standard calculation (see above discretionary load chart or 35% of class capacity if a number different than 25). If the class puts faculty at overload, the faculty can choose to teach the section at a percentage that follows the standard calculation.
 - b. All labs will run at full load regardless of the number of students. The percentage towards load for an under-enrolled course will be figured with the lecture portion of the class.
3. Finalized load worksheets after the census date will be sent to the faculty for approval and then forwarded to division chairs.
4. Once approved by the division chairs, worksheets are sent to the appropriate dean/associate dean for approval. They are then forwarded to the CAO.

5. The CAO will approve the load worksheet and return the approved final load worksheet to faculty no later than midterm each semester (faculty teaching second 8-week courses will receive a final load worksheet after the second 8-week census date).
6. If the instructor disagrees with the load assignment, the grievance procedure outlined in the current Negotiated Agreement is applicable to this load procedure.

Overload Pay

1. Faculty members who have more than 15 load hours per semester (fall/spring) are considered “overloaded.”
2. A faculty member may not exceed 21 load hours in any given term (or six load hours of overload) without permission from the CAO.
3. Overload will be paid out at the end of the academic term in which it is earned. (i.e., fall overload in December; spring overload in May; summer overload in July/August).
4. Overload is paid according to the per credit hour rate in effect in the Negotiated Agreement at the time.

Faculty Who Are in Underload Status

Faculty members who are underload may be asked to do one of the following:

1. Open another section of a course that is approaching or already at the maximum cap (see AP-630.02 Section Caps and Minimums).
2. Replace an adjunct instructor teaching a course in the discipline for the college.
3. Be assigned another course section from another full-time faculty member who is in an overload situation.
4. Teach an additional course with a later start date (second 8-week or following semester) when possible.
5. In rare cases, accept a “special assignment” created by the division chair and faculty member and with specific time requirements and measurable outcomes and approved by the dean/associate dean and CAO.

Revising this Procedure

This Administrative Procedure supersedes any prior WNCC procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

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