



WNCC Administrative Procedure

Title:	Faculty Workload Calculation
Division:	Educational and Student Services
Category:	Faculty Workload
Reference:	BP-630 Faculty Workload AP-613 Definition of an Academic Credit Hour Current Western Education Association and Western Community College Area Board of Governors Negotiated Agreement
Number:	AP-630.01
Date of Approval:	May 19, 2023
Approval:	John Marrin, Interim 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 30 load hours per academic year if on a 175-day contract or 37.5 load hours per academic year if on a 220-day contract. This equates to an average load of 15 load hours per semester fall and spring for faculty members on a 175-day contract and 15 hours fall and spring plus 7.5 hours during the summer term for faculty members on a 220-day contract. Usually, load is calculated on a semester-by-semester basis.

CAO - Chief Academic Officer

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).

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 and more than 30 load hours per academic year if on a 175-day contract or more than 37.5 hours per academic year if on a 220-day contract. Loads above 21 credit hours per semester require prior approval from the Chief Academic Officer.

Under Load – An instructor is “under load” if they teach fewer than 15 load hours per semester (fall/spring) and/or fewer than 30 load hours per academic year if on a 175-day contract or fewer than 37.5 hours per academic year 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* – 30 load hours per year (divided between fall and spring terms)
- *220-day contract faculty* – 37.5 load hours per year (divided among fall, spring, and summer terms)

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 (see chart below).
- *Courses taught in multiple modalities* (referred to as “hybrid,” “hy-flex,” or “stacked”) = 1.25 x the above calculations (e.g., a 2-hour lab course: 2 x 0.75 = 1.50 x 1.25 = 1.875) as long as the course has the minimum enrollment as outlined in the Strategic Course Management procedure (AP-630.04).

Type of Course	For each Credit Hr.	Minutes Per week	Contact Hours	Multiplier	Total Load Hours
Lecture	1	50	1	1	1
Academic Transfer/General Education Lab	1	100	2	0.75	1.5
Vocational Lab	1	150	3	0.75	2.25
Clinical	1	150	3	0.75	2.25
Practicum	1	150	3	0.75	2.25
Physical Education	1	100	2	0.75	1.5
Ensemble	1	50	3	0.75	2.25
Art Studio	1	75	1.5	0.75	1.13
Music Studio	1	25	0.5	0.75	0.38
Dance Studio	1	150	3	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 x 1) + (2 x 0.75) = 4.5 load hours

2. Non-Instructional Load Hours

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

- *Division Chair* – 49% of load hours (14-18 load hours per year)
- *Program Director* (administrative leader of programs with accreditation responsibilities) – 6 load hours per semester
- *Program Coordinator* (administrative leader of programs with no accreditation responsibilities) – 3 load hours per semester
- *Clinical Coordinator* (administrative leader who arranges clinical precepting at the site and manages all student issues during the clinical) – 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 4 students in a clinical
- *Shared Governance Leadership Role* (e.g., Faculty Assembly facilitator, council chairperson, etc.) – 3 load hours per semester

- *Additional duties and assignments in the health science areas* (e.g., simulation facilitator) – load credit may be assigned as approved by the Chief Academic Officer and Division Chair/Dean of Health Sciences.

3. Discretionary Load Hours

- The Chief Academic Officer (CAO) may assign up to 10% (3 load hours or 3.7 load hours, depending on the faculty contract) of discretionary load each term to the faculty workload calculated on instruction.
- The CAO will consult with the deans and division chairs regarding consistency in the application of discretionary load.
- Discretionary load may be considered for the following, which is not an exhaustive list:
 - High numbers of students served (in classes or as an advisor)
 - High numbers of different course preps in an academic year
 - Active student club or organization sponsorships
 - The number of directed-study, internship, or cooperative work experience courses (An instructor may not receive both load hours and additional pay for the same activity. See AP-630.03 Directed Individual Study.)
 - External responsibilities benefiting the college (e.g., office in a statewide, regional, or national organization)
 - A significant number of activities that would lead to “extra duty pay” as outlined in the Negotiated Agreement. (An instructor may not receive both load hours and extra duty pay for the same activity.)
 - 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:
8 students	90%
7 students	80%
3-6 students	70%
1-2 students	consider for DIS

- d. Additional responsibilities as part of standard instructional load that will not be considered for discretionary load:
 - i. 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.
 - ii. **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 meet 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 load worksheet identifying:
 - a. The courses taught, including the credit hours, contact hours, and load hours for each
 - b. Non-instructional load assignments
 - c. Considerations for discretionary load
2. The CAO will approve the load worksheet and/or adjust the faculty member's load hours for the semester.
3. The load worksheet will be signed by both the faculty member and the CAO.
4. If the instructor disagrees with the load assignment, the Grievance Procedure outlined in the current Negotiated Agreement is applicable to this load procedure.
5. Load worksheets will be finalized two weeks after mid-term each semester and submitted to Human Resources by the first day of the last month in the academic term.

Overload Pay

1. Faculty members who have more than 15 load hours per semester (fall/spring) are considered “overloaded” as long as the total for the academic year exceeds 30 or 37.5 total load hours for the contract.
2. A faculty member may not exceed 21 load hours in any given term (or 6 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 will be paid in December; spring overload will be paid in May, etc.).
4. When necessary, load may be split unevenly between fall and spring semesters (e.g., 18 hours in the fall, 12 hours in the spring) (see AP-630.04 Strategic Course Management).
5. Overload is paid according to the per credit hour rate in effect in the Negotiated Agreement at the time.

Faculty Who Are in Under Load Status

Faculty members who are under load 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 Course Section Caps).
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 (2nd 8-week or following semester) when possible.
5. In rare cases, accept a “special assignment” approved by the CAO with specific time requirements and measurable outcomes.

Revising this Procedure

This Administrative Procedure supersedes any prior WNCC policy, 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.

Original Adoption Date: Effective with the Fall 2022 semester

Revision Date:

Sponsoring Division: Educational Services