

TEACHING FACULTY ASSIGNMENT, WORK LOAD,
AND SCHEDULES

Administrative Regulation

FULL-TIME LOAD
CALCULATION

During the fall and spring terms, a full-time faculty load is either (1) 15 hours of lecture, (2) nine lecture hours and nine lab hours, (3) 18 contact hours that combine lecture and lab when lecture hours fall below nine hours, or (4) an equivalent load when other combinations exist. For equivalent load calculation purposes, 1.5 lab hours equate to 1 lecture hour. For pay calculation purposes, 1 lab hour = .66 of a lecture hour. Where a disparity occurs in pay or weight of activities when lab hours are converted to lecture hours, the college is committed to weighting and paying the higher benefit to the employee. If an instructor teaches only the lecture or only the lab, the applicable hours will be calculated in the load. Note: Contact hours refer to the number of hours taught per week during a 16-week term. Accordingly, contact hours per week are adjusted proportionately for terms of less than 16 weeks.

DISCRETIONARY
CHANGES

The Provost with the advice of the Division Chair and Human Resource Officer will decide discretionary changes to the full-time load calculation. Discretionary changes have been decided for faculty teaching cosmetology, nursing (LVN & RN), emergency medical technician, and music courses. In addition, the load associated with cooperative learning, internships, practicums and independent studies has been decided.

FULL-TIME LOAD
CALCULATION FOR
COSMETOLOGY

A regular cosmetology workload is 24 contact hours (lecture and lab combined). A typical regular load has 6 lecture hours and 18 lab hours for a total of 24 contact hours. For loads over 24 contact hours, the extra hours are multiplied by 15 and divided by 24 and compensated at the lecture-hour rate. For example, a faculty member teaching 28 contact hours has 4 extra hours, which is $4 \times 15 / 24 = 2.5$ lecture hours of overload that is paid at the standard lecture-hour rate. Administrative duties such as state reporting, ordering supplies, preparing recommended teaching schedules, responding to state audits, etc. are part of the regular load and are to be divided among the full-time faculty. Cosmetology faculty are not required to maintain scheduled hours to meet with students outside of class.

RN CLASSES

The workload is 15 based on the equations below. Calculations for relay-taught classes are based on a portion of the total number of class hours. Since 15 hours equates to 1 load credit, an instructor who teaches 4 hours of a five-hour lecture section (80 contact hours) receives .25 load credit; accordingly, 8 hours equates to .5 load credit.

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Lecture = 1.00 for each contact hour
Clinical = 1.00 for each contact hour
Lab = 1.00 for each contact hour
Practicum = see below

MUSIC

Full-time music instructors are required to teach a minimum of one lecture or ensemble class each fall or spring term. Lecture and ensemble classes (MUEN, MUSB, MUSC, MUSI) have lecture and lab hours that contribute to the faculty load the same as regular courses. Applied music classes provide individual instruction in voice, instrument, composition or conducting. One credit hour of individual instruction counts as one half of a lab hour. For example, if an instructor provides six students with one credit hour of individual instruction each, it counts as three lab hours.

COOPERATIVE
LEARNING,
INTERNSHIPS AND
PRACTICUMS

Co-ops are defined as a combination of classroom learning and work experience and must include a lecture component. Cooperative Learning courses are numbered xx80 thru xx85 in applied science courses and xx89 in academic transfer courses. One contact hour of co-op counts as one sixth of a lecture hour. A 3 SCH co-op with 18 contact hours per week in a 16-week semester would count for three lecture hours.

Internships are defined as work-based learning experience that apply specialized occupational theory, skills and concepts. Internship courses are numbered xx86 thru xx89 in applied science courses. Internships are not available in academic transfer courses. One contact hour of internship counts as one quarter of a lecture hour. A 3 SCH internship with 12 contact hours per week in a 16-week semester would count for three lecture hours.

Practicums are defined as general workplace training. Practicums are numbered xx64 thru xx69 in applied science courses and are not available in academic transfer courses. One hour of practicum counts as one seventh of a lecture hour. A 3 SCH practicum with 21 contact hours per week in a 16-week semester would count for three lecture hours.

The number of lecture hours counted toward the faculty load is equal to the number of lecture hours associated with the co-op, internship or practicum multiplied by the number of students and divided by ten. If there are two students in a course, the faculty member receives 20% of the lecture hours associated with the course. If there are five students, the faculty member receives 50%. If there are twelve students, the faculty member receives 120%.

Examples of Load Calculations: The number of contact hours per week comes from PeopleSoft; the lecture hour equivalent is the contact hours divided by 6, 4 or 7 for co-op, internship and practicum respectively; the faculty load is ten percent of the lecture hour equivalent for each enrolled student.							
Course	Contact hours per week in a 16-week semester				Equiva- lent Lecture Hours	Enrol- ment	Faculty Load in Lecture Hours
	Lec	Co-op	Int	Prac			
DRAM 2189*	1	6	0	0	2.00	3	0.60
ELPT 2380*	1	19	0	0	4.17	5	2.09
ACNT 2386	0	0	13	0	3.25	2	0.65
DFTG 2486	0	0	20	0	5.00	1	0.50
DFTG 2467	0	0	0	40	5.71	2	1.14
POFT 2366	0	0	0	21	3.00	12	3.60

*The two co-op courses have both a lecture component and a co-op component. The lecture component counts as a regular lecture hour.

INDEPENDENT STUDY

The number of lecture hours counted toward an instructor's load for an Independent Study course is equal to the number of lecture hours that would be counted if it was taught as a regular course multiplied by the number of enrolled students (as of the Official Reporting Day) and divided by ten; however, if the number of enrolled students exceeds ten, compensation is calculated as if ten students were enrolled. In addition, faculty must get approval from the AVP of Academic Affairs to receive compensation for teaching an Independent Study if the course is available as a regular course in the same semester.

Example 1: A faculty member is teaching an independent study course to five students and the course normally counts for four lecture hours. The faculty member will receive two lecture hours (50% of four lecture hours) toward their load as long as the course is not taught as a regular course in the same semester.

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Example 2: A faculty member is teaching an independent study course to twelve students and the course normally counts for three lecture hours. The faculty member will receive three lecture hours (100% of three lecture hours) toward their load as long as the course is not taught as a regular course in the same semester.

Example 3: A faculty member is teaching an independent study course in the second 8-week session of the fall semester. The course is available as a regular course in the 16-week session of the fall semester. The faculty member will not be compensated for teaching the course unless the AVP of Academic Affairs approves the compensation.

STUDENT HOURS

Full-time and part-time faculty shall provide in the syllabus at least one method for students to communicate asynchronously, e.g., email, text, or Blackboard messages, and the syllabus shall indicate that the instructor will respond to students within one business day.

Full-time faculty shall provide in the syllabus a schedule of at least four hours per week for students to communicate synchronously outside of class time. Adjunct faculty shall provide at least two hours per week. Synchronous hours must follow a schedule; they cannot be "by appointment" or "as needed." In general, synchronous hours should be provided on at least three days per week, but this is not a requirement. Cosmetology faculty are not required to have any synchronous student hours.

Faculty exclusively teaching online or streaming courses can provide synchronous hours via teleconference, and they don't have to be physically on campus during scheduled synchronous hours. The instructor does not need to be logged into the teleconference during scheduled hours if no one has made an appointment, but they must actively monitor their asynchronous communication channel(s) for students who want to meet and be able to quickly initiate a virtual meeting.

Faculty not teaching any online or streaming courses must provide all of their synchronous hours on campus.

Faculty teaching a combination of online/streaming courses and non-online/streaming courses shall schedule at least two hours per week on campus (one hour for adjunct faculty) and at least one hour via teleconference.

The requirement to respond to asynchronous communication and provide four hours for synchronous communication per week (two hours for adjuncts) does not depend on the length of the session, so the requirement is the same for 16-week, 8-week, 10-week, 5-

week and mini sessions. Also, the requirement does not depend on faculty load, so the requirement is the same for faculty with full loads, overloads or reduced teaching loads.

In recognition that not all students will be able to attend synchronous hours due to scheduling conflicts, all faculty shall post in their syllabi that additional synchronous hours are available via appointment.

WORK SCHEDULE

Full-time faculty shall provide a weekly schedule to the division chair no later than the first day of class each semester. The weekly schedule must include 35 clock hours and specify class time, student hours, campus time, and virtual time (if electing the modified schedule). Faculty duties include classroom instruction; student hours (synchronous); class preparation and grading; research and creative work; meetings, email and phone calls; and other activities supporting the College District. Instructors must schedule at least four days per week on the physical campus for at least two hours per day. During scheduled hours, instructors must be available to conduct college business including, but not limited to, emails, phone calls, meetings, and class. Faculty can change their work schedule at any time by sending an updated schedule to the division chair for approval. Students must be notified in advance of any changes to the hours when students can communicate synchronously with the instructor outside of class.

Physical campus hours should be scheduled between the hours of 6:00 a.m.-10:30 p.m. Monday-Thursday and 6:00 a.m.-2:00 p.m. on Friday. Faculty with classes outside those times may include physical campus hours as needed. Modified schedules can be revoked by the division chair or Associate Vice President of Academic Affairs of Academic Affairs if the instructor is not following the Distance Education Standards or the Best Practices in the Distance Education Faculty Handbook or performance concerns exist (i.e., student complaints, excessive absences, unavailability, poor work productivity, etc.). Modified schedules are re-evaluated each semester and can be reinstated if course standards and performance concerns are resolved.

Full-time faculty who are teaching an overload must increase the number of scheduled work hours by one and a half clock hours for each 10% overload. For example, if a faculty member had a load of 120% (a 20% overload), their work schedule must include 38 clock hours of faculty duties (35 hours on the physical and/or virtual campus, plus 3 hours for the 20% overload). Overload hours can be on the physical campus or the virtual campus, and faculty must be available to conduct school business during overload hours.

SMALL CLASSES

With the approval of the Associate Vice President of Academic Affairs, classes with small enrollments may run; however, classes may be pooled, and if they are not pooled faculty pay will be prorated at 10% per student.

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OVERLOAD
CALCULATIONS

Faculty are limited to four credit hours or six contact hours of overload per term unless otherwise approved by the Associate Vice President of Academic Affairs. When it meets the needs of the institution, division chairpersons can receive an overload, with the recommendation of the Associate Vice President of Academic Affairs and the approval of the Provost. Others on professional assignments can receive an overload, with the approval of the Associate Vice President of Academic Affairs, since the overload time must be beyond the required on-campus time of 35 hours per week. The same formula that is used to calculate an instructor's full-time teaching load will be used to calculate the instructor's overload. When contact hours are used to calculate the instructor's teaching load, overload contact hours will be converted to lecture hours using the ratio of a full-time load of lecture hours to a full-time load of contact hours.

PROFESSIONAL
ASSIGNMENTS

Following are standard professional assignments and their hour equivalency for load calculations. All professional assignments during the summer are pending enrollment. Any additional assignments require recommendation from the Associate Vice President of Academic Affairs, and the approval of the Provost.

Division chairperson: *Fall and spring terms* –Division Chairs will receive a 9-lecture hour course release for both fall and spring. Division Chairs cannot be assigned overload without special approval from the Associate Vice President, Academic Affairs.
Summer – Division Chairs do not receive a course release in summer and do not have a restriction on courses assigned.

For specific information regarding responsibilities and compensation, refer to Administrative Regulation DC-R.

Per the Texas Board of Nursing guidelines, the Director of Nursing cannot carry a teaching load of more than three (3) clock hours per week if required to teach (rule 215.6).

Athletic Director: 3 lecture hours each fall and spring term
Assistant Debate Coach: 3 lecture hours each fall and spring term
Assistant Phi Theta Kappa Advisor: 3 lecture hours each fall and spring term
Choral Management: 3 lecture hours each fall and spring term
Debate Coach: 6 lecture hours each fall and spring term
Distance Education Coordinator: 3 lecture hours each fall and spring term
Empirical Educator Center Directors: 6 lecture hours each fall and spring term
Faculty Liaison: 3 lecture hours each fall and spring term
Gallery Management: 3 lecture hours each fall and spring term
HB5 College Prep: 3 lecture hours each fall and spring term
Head Coaches: 6 lecture hours each fall and spring term
Honors Coordinator: 6 lecture hours each fall and spring term
Instrumental Music Management: 3 lecture hours each fall and spring term
International Education Coordinator: 3 lecture hours each fall and spring term
Kiln Management: 1 lecture hour each fall and spring term
Phi Theta Kappa Advisor (lead): 3 lecture hours each fall and spring term
Puente Coordinator: 6 lecture hours each fall and spring term
Teacher Education Coordinator: 3 lecture hours each fall and spring term
Theatre Management: 3 lecture hours each fall and spring term

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SAMPLE
CALCULATIONS
FOR A FULL LOAD
FOR FALL AND
SPRING TERMS

Example 1 (regular load)

3 credits	3 lecture hours
<hr/>	
<i>15 credits</i>	<i>15 lecture hours</i>

Example 2 (regular load)

4 credits	3 lecture hours + 3 lab hours
4 credits	3 lecture hours + 3 lab hours
4 credits	3 lecture hours + 3 lab hours
<hr/>	
<i>12 credits</i>	<i>9 lecture hours + 9 lab hours</i>

Example 3 (regular load)

3 credits	3 lecture hours + 3 lab hours
3 credits	3 lecture hours + 3 lab hours
3 credits	3 lecture hours + 3 lab hours
<hr/>	
<i>9 credits</i>	<i>9 lecture hours + 9 lab hours</i>

Example 4 (regular load + 1 lecture overload)

4 credits	3 lecture hours + 3 lab hours
4 credits	3 lecture hours + 3 lab hours
3 credits	3 lecture hours
3 credits	3 lecture hours
<hr/>	
<i>14 credits</i>	<i>12 lecture hours + 6 lab hours</i>

Example 5 (regular load + 1 lecture overload)

3 credits	3 lecture hours + 3 lab hours
3 credits	3 lecture hours + 3 lab hours
3 credits	3 lecture hours
3 credits	3 lecture hours
<hr/>	
<i>12 credits</i>	<i>12 lecture hours + 6 lab hours</i>

Example 6 (regular load + 1 lecture hour and 1 lab hour overload)

3 credits	2 lecture hours + 2 lab hours
3 credits	2 lecture hours + 2 lab hours
3 credits	2 lecture hours + 2 lab hours
3 credits	2 lecture hours + 2 lab hours
3 credits	2 lecture hours + 2 lab hours
<hr/>	
15 credits	10 lecture hours + 10 lab hours

Example 7 (regular load)

3 credits	3 lecture hours
1 credit	3 lab hours
1 credit	3 lab hours
1 credit	3 lab hours
1 credit	3 lab hours
1 credit	3 lab hours
<hr/>	
8 credits	3 lecture hours + 15 lab hours

Example 8 (regular load)

1 credit	3 lab hours
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6 credits	18 lab hours

Example 9 (regular load)

3 credits	3 lecture hours
2 credits	1 lecture hour + 1 lab hour
1 credit	4 lab hours
1 credit	3 lab hours
1 credit	2 lab hours
2 credits	1 lab hour
2 credits	1 lab hour
1 credit	.5 lab hours
<hr/>	
16 credits	4 lecture hours + 14 lab hours

Example 10 (regular load + 4 lecture hours and 3 lab hours overload)

3 credits	3 lecture hours + 3 lab hours
3 credits	3 lecture hours + 3 lab hours
3 credits	3 lecture hours + 3 lab hours
3 credits	3 lecture hours
3 credits	3 lecture hours
<hr/>	<hr/>
15 credits	15 lecture hours + 9 lab hours

Example 11 (regular load + 4 lecture hours overload)

4 credits	3 lecture hours + 3 lab hours
4 credits	3 lecture hours + 3 lab hours
3 credits	3 lecture hours
3 credits	3 lecture hours
3 credits	3 lecture hours
<hr/>	<hr/>
17 credits	15 lecture hours + 6 lab hours

PART-TIME FACULTY

Part-time faculty assignments will be less than ten clock hours of instruction per week regardless of whether the instruction is lecture, lab, clinical, studio, co-op, or any other type of instruction and regardless of how many semester credit hours are connected to the instruction. In general, a part-time faculty member can teach three 3-credit-hour courses or one 4-credit-hour lab-course in a 16-week semester.

The calculation of instructional hours depends on instructional modality and the length of the academic term/session.

For face-to-face, Hy-flex and LeeStream (synchronous online) courses, the number of hours of instruction is the number of clock hours, where a clock hour is 60 minutes of scheduled class time. The length of the academic term/session is not a factor for face-to-face, Hy-flex and LeeStream courses.

For 100% online classes, the number of hours of instruction is the number semester credit hours multiplied by sixteen (16) and divided by the number of weeks in the academic session/term. For example, a 3-credit-hour course taught in an 8-week session has six hours of instruction: $3 \text{ SCH} \times 16 / 8 = 6$ hours of instruction. The same course taught in a 3-week mini-session has sixteen hours of instruction: $3 \text{ SCH} \times 16 / 3 = 16$ hours of instruction.

For Hybrid courses, calculate the number of instructional hours as if they were 100% online and also calculate the number of instructional hours as if they were face-to-face and take whichever is greater. For example, consider a hybrid course with four semester credit hours that meets in-person for 150 minutes (two and a half clock hours) per week for a regular 16-week term. Using the formula for a face-to-face course, this course has two and a half clock

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hours of instruction. Using the formula for an online course, this course has four instructional hours: $4 \text{ SCH} \times 16 / 16 = 4$ hours of instruction. Taking the greater of the two calculations, this hybrid course has four instructional hours.

Part-time faculty assignments can be equal to or greater than ten clock hours of instruction per week for less than four and one-half months with the approvals of the Provost and the Chief Financial Officer.

Part-time faculty assignments can be equal to or greater than ten hours of instruction per week for more than four and one-half months with the approval of the President.

[Reference: Texas Administrative Code Title 34, Part 3, Chapter 25, Subchapter A, Rule 25.1(i)]

Teaching loads for part-time faculty are calculated using the same formulas that are used for full-time faculty. When contact hours are used to calculate the teaching load, contact hours will be converted to lecture hours using the ratio of a full-time load of lecture hours to a full-time load of contact hours.

Example 1: A part-time instructor is teaching Kinesiology and has a teaching load of two lecture hours and six lab hours. The eighteen-contact-hour load formula will be used because it is most advantageous to the instructor. The load is $8/18 = 44.4\%$ of a full load. In terms of lecture hours, the load is $8/18 * 15 = 6.67$ lecture hours.

Example 2: A part-time instructor is teaching English and has a teaching load of six lecture hours. The 15-lecture-hour load formula will be used because it is the most advantageous to the instructor. The load is $6/15 = 40\%$ of a full load. In terms of lecture hours, the load is 6 lecture hours.

Lecture hours and lab hours are paid at their respective rates (after conversion from contact hours if appropriate).

SUBSTITUTE
TEACHING

To be compensated for substitute teaching, part-time faculty must complete the same application procedures as other adjunct faculty. Part-time/adjunct faculty are compensated at the rate of \$15 for each class period they teach, except for clinicals, which are paid at the lecture hour rate. Full-time faculty substitute gratis three consecutive hours of a section and, thereafter, are paid at the respective lecture/lab rate. If an extended absence is known in advance (e.g., surgery), then the assigned instructor receives the respective lecture/lab rate from the first day of teaching.

GRANT PAYMENTS

All grant payments for faculty, whether paid during fall, spring, or summer terms, are paid through professional assignments that are

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part of the current course load for the faculty member involved in the grant. The appropriate equivalency will be determined by the requirements of the grant as decided by the administrator of the grant and the faculty member's instructional dean.

SUMMER LOADS

A full summer load for teaching faculty on twelve-month contracts is a load that would be 80% of a full load for a regular 16-week semester. Loads are calculated using the same formulas that apply during a 16-week semester. Faculty on twelve-month contracts follow the same policies that apply during the 16-week semester including the 40-hour work week.

Faculty on nine-month contracts who teach summer classes will be on campus for face-to-face instruction as scheduled and will hold the same number of student hours as in a regular semester. Faculty on nine-month contracts who teach summer classes will also be available for service on college committees.

The maximum load for faculty teaching in the 13-week summer session is a load that would be 100% of a full load in a 16-week semester, e.g., 15 lecture hours. The maximum load for faculty teaching in the 10-week summer session is a load that would be 80% of a full load in a 16-week semester, e.g., 12 lecture hours. The maximum load for faculty teaching in the 5-week summer session is a load that would be 40% of a full load in a 16-week semester, e.g., 6 lecture hours. The maximum load for faculty teaching in the 3-week summer session is a load that would be 20% of a full load in a 16-week semester, e.g., 3 lecture hours. These maximums apply to faculty whether they are on nine-month or twelve-month contracts. Faculty who are teaching in overlapping sessions of different lengths should consult with the Dean or Associate VP of Academic Affairs regarding the maximum load. Approval from the Dean or Associate VP of Academic Affairs is required to exceed these maximums.

SHARED
GOVERNANCE NOTES

Significant changes to the 2022 Faculty Load Policy include: (1) A completely revised Work Schedule section based on recommendations from the Faculty Assembly; (2) updated list of Professional Assignments; (3) revised Division Chair course release information; (4) the section on LVN and EMT classes was deleted as it was no longer relevant.

Significant changes to the 2021 Faculty Load Policy include: (1) A completely revised section for office hours based on recommendations from the Faculty Assembly Student Hours Committee Report on 4/13/2022; (2) A new section for teaching independent study courses that was approved by the Faculty Assembly Workload Policy Committee; (3) A completely revised section on summer teaching loads based on recommendations from the Faculty Assembly Sub-Committee on Summer Workload Policy; (4) Clarification of the load calculation for part-time faculty loads indicating that the same formulas are used for both full- and part-time faculty; (5) applied to the overload; (6) The section on team-taught courses has been deleted because it is obsolete.

Significant revisions to the 2014 Faculty Load Policy include (1) setting the regular load for cosmetology faculty to 24 contact hours; (2) revising the way co-ops, internships and practicums are paid; and (3) revising the limits on part-time faculty to match current TRS requirements. Other minor revisions did not impact current practice. The sections of this policy that were closely reviewed were (1) Full-time Load Calculation; (2) Cooperative Learning, Internships and Practicums; and (3) Part-time Faculty. The revisions were agreed to by the Faculty Load Committee at their meeting on 11/11/2021. Other sections will be reviewed in the future.