TITLE: Full-time Faculty Terms of Employment, Teaching Workload, Overload Compensation, and Responsibilities

RELATED POLICY AND PROCEDURES: 8-2-1030 Full-time Faculty Terms of Employment, Teaching Workload, Overload Compensation, and Responsibilities

DIVISION OF RESPONSIBILITY: Academic Affairs

July 17, 2013

Date Approved by President Date of Last Review Date of Last Revision

DISCLAIMER
PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE.

Administrative Responsibilities
It is the responsibility of the Vice President for Academic Affairs to review and revise this procedure

Procedure

A. Terms of Employment for Full-time Teaching Faculty

1. General
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
40 hours, to include assigned teaching, office hours, preparation, and any other assigned duties.

2. Regular Academic Year
   Teaching faculty are normally employed for 39-weeks (nine months) encompassing the fall and spring semesters.

3. Summer Session(s)
   Teaching faculty may be considered for supplemental employment opportunities during the summer. Supplemental employment opportunities may be for periods up to thirteen (13) weeks beyond the normal 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. If compensation is on an hourly basis, the rate will be based upon the individual faculty member's base pay (Annual Equivalent Salary divided by 2080) or the College's pay plan for temporary/adjunct faculty.

B. Teaching Assignments
   Teaching 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 to be taught during the day and/or evening hours, at on campus or off campus locations, or any combination thereof, and through alternate delivery methods. Teaching faculty are employees of the College and may be assigned to any campus/site within the College’s service area depending upon the business needs of the College.

C. Teaching Loads
   The desirable teaching load shall be 15-18 semester credit hours or 20 to 24 instructor classroom/lab contact hours.

1. In assigning teaching loads and determining overload compensation consideration should be given to the following productivity factors:
   a. Types of classes (lecture/shop/laboratory/clinic/alternate delivery methods)
   b. Number and type of preparations
   c. Section size
   d. Time and location of the classes
   e. Budgetary considerations
   f. Other documented and consistently administered/approved considerations (individual College procedures must specify)
2. Exception to the College policy/procedure for faculty teaching/workload and overload compensation must be explained and documented.

3. The teaching load for Department Heads/Academic Program Directors and Division Chairpersons/Division Deans may be reduced to provide time for the performance of the administrative duties and responsibilities normally associated with the specific job assignment. (See 8-2-102.1) Department Heads/Academic Program Directors and Division Chairpersons/Division Deans 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.

### FALL and SPRING:

<table>
<thead>
<tr>
<th>Role</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Clinical Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructors</td>
<td>15 – 18</td>
<td>20 – 24</td>
<td>30</td>
</tr>
<tr>
<td>Department Heads</td>
<td>10.5 – 12</td>
<td>14 – 17</td>
<td>21 – 25</td>
</tr>
<tr>
<td>Deans</td>
<td>3 – 6</td>
<td>4 – 8</td>
<td>6 – 12</td>
</tr>
</tbody>
</table>

### SUMMER:

All full-time faculty are loaded at an 18.0 to 24.0 contact hour range for the summer term. That equates to 1.5 times the credit hour range from fall and spring e.g. a three (3) credit course will be loaded at 4.5 contact hours.

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Hours</th>
<th>Clinical Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructors</td>
<td>18.0 – 24.0</td>
<td>30 – 36</td>
</tr>
<tr>
<td>Academic Program Directors</td>
<td>13.5 – 18.0</td>
<td></td>
</tr>
<tr>
<td>Department Heads</td>
<td>9.0 – 13.5</td>
<td></td>
</tr>
<tr>
<td>Deans</td>
<td>4.5 – 9.0</td>
<td></td>
</tr>
</tbody>
</table>

1. The desirable teaching load is determined by the President of the College.

2. Teaching faculty may be released from some of their normal teaching load to perform instructional related administrative assignments that are not normally associated with their primary job responsibilities. Such assignments will be reviewed for extension each academic term. The amount of needed release time is determined by the Academic Dean and approved by the Vice President for Academic Affairs.
3. All teaching workload assignments are the responsibility of the Dean of the academic area based upon recommendations of the Department Heads/Academic Program Director. Exceptions to the College policy and procedure for faculty teaching workload must be explained and documented for approval by the Vice President for Academic Affairs.

4. All Internet classes need a minimum of twelve (12) students to be considered for loading. The following guidelines are to be used to determine faculty loading for Internet courses:

<table>
<thead>
<tr>
<th>Number of Students Enrolled at End of Course</th>
<th>% of Course Credit/Contact</th>
<th>3-Hour Course</th>
<th>4-Hour Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>25%</td>
<td>.75</td>
<td>1.0</td>
</tr>
<tr>
<td>5-8</td>
<td>50%</td>
<td>1.25</td>
<td>2.0</td>
</tr>
<tr>
<td>9-11</td>
<td>75%</td>
<td>2.25</td>
<td>3.0</td>
</tr>
<tr>
<td>12 or above</td>
<td>100%</td>
<td>3.0</td>
<td>4.0</td>
</tr>
</tbody>
</table>

5. Hours generated through independent study are included in determining a faculty member’s teaching load. Independent study courses should only be arranged as a last option for creating a student’s class schedule and must be approved by the Vice President for Academic Affairs. Faculty members may have no more than a total of six students in any term scheduled for independent study courses.

6. The following guidelines are to be used to determine faculty loading for independent study courses:

<table>
<thead>
<tr>
<th>Number of Independent Study Students Enrolled Per Instructor at End of Drop/Add</th>
<th>% of Course Credit/Contact</th>
<th>1-Hour Course</th>
<th>2-Hour Course</th>
<th>3-Hour Course</th>
<th>4-Hour Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>20%</td>
<td>.2</td>
<td>.4</td>
<td>.6</td>
<td>.8</td>
</tr>
<tr>
<td>4-6</td>
<td>40%</td>
<td>.4</td>
<td>.8</td>
<td>1.2</td>
<td>1.6</td>
</tr>
</tbody>
</table>
7. 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.

D. 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, program student recruitment, and other instructional related duties as assigned.

E. Release Time
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 State Board for Technical and Comprehensive Education (SBTCE)-Human Resource concurrence. Teaching faculty with a reduced teaching load normally is not eligible for teaching overload compensation; however, extenuating circumstances may warrant overload compensation. Such extenuating circumstances are determined on a case by case basis.

F. Overload Compensation
Teaching faculty who are assigned more than a full teaching/workload (minimum 40 hours per week) during any term may be compensated for overload teaching assignments. The hourly rate of compensation for teaching overload will be based upon the individual faculty member's base pay (Annual Equivalent Salary divided by 2080) or the College's pay plan for temporary/adjunct faculty as determined by the Vice President for Academic Affairs or the President. 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. The faculty member may be paid for overload hours worked during the current payroll cycle if it is assured that there will be a full teaching/workload for both the fall and spring terms. To ensure that overload has been paid only to the extent that the faculty member's total teaching/workload for those terms exceeds their full load, payment may be withheld until the end of the spring term. Dual employment authorization must be obtained prior to payment of overload compensation.
G. Full-time Faculty Responsibilities

1. Full-time Instructor
   a. This position primary has primary responsibility for the content, quality, and effectiveness of the assigned curriculum. All faculty must meet the minimum faculty credentials expected by the institutional and program accrediting agency. Classes may be assigned in day, evening, on-campus and/or off-campus through traditional and/or alternate delivery methods. Responsibilities include teaching, support, advisement, service and recruitment, professional development, Lean and Customer Service training and initiatives, and other special assignments.

   b. Faculty will report directly to their immediate supervisors.

   c. The intent of the specifications listed below is to give a general indication of the responsibilities common to all positions in this classification and is not all inclusive or exclusive.

      1) **Instructional Development:**
         a) Develop and maintain course documentation
         b) Review and select textbooks for courses in subject areas
         c) Develop new courses as needed
         d) Maintain media materials for courses
         e) Be organized and well prepared for class

      2) **Teaching Performance:**
         a) Provide students with course syllabus, grading/attendance policies and other relevant information in a timely manner
         b) Relate instructional materials, discussions and other course activities to course objectives and student learning outcomes
         c) Use practical examples and illustrations
         d) Demonstrate effective interaction skills
         e) Pace the instruction over the semester
         f) Provide students with timely tests
         g) Provide timely feedback
         h) Follow acceptable department and College grading policies
         i) Participate in College student evaluations of courses

      3) **Instructional Management:**
         a) Submit reports in a timely manner
         b) Arrange physical environment as much as possible for effective learning
c) Adhere to class schedules
d) Provide effective classroom/lab/clinical supervision
e) Assist adjunct faculty as needed
f) Maintain accurate records
g) Provide disciplinary action where appropriate
h) Mentor new faculty as needed
i) Create an atmosphere conducive for students and colleagues to achieve their goals

4) **Student Advisement:**
   a) Publicize and maintain required office hours
   b) Refer students for appropriate assistance
   c) Meet students in a timely manner
   d) Be sensitive to students’ needs and problems
   e) Assist advisees in appropriate planning of their course schedules and academic progression

5) **College and/or Community Services:**
   a) Assist with recruitment as required
   b) Assist with job/transfer placement or recommendations as required
   c) Cooperate with or participating in projects/activities of other instructional and support areas in fulfillment of the College’s mission
   d) Serve effectively on College/community committees
   e) Serve as advisor to student clubs
   f) Participate in the department’s advisory committee meetings

6) **Professional Development:**
   a) Develop an annual professional development plan in conjunction with supervisor
   b) Attend courses/seminars/workshops as required or planned
   c) Present at meetings/conferences

2. **Academic Program Director**
   a. This position is responsible for the delivery of quality instruction and for academic program administration. Academic Program Directors 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.
b. Responsibilities include all those listed under full-time instructor: teaching, support, advisement, service and recruitment, professional development and other special assignments plus added administrative responsibilities.

c. Position reports to either a Department Head or Dean.

d. The intent of the specifications listed below is to give a general indication of the responsibilities common to all positions in this classification and is not all inclusive or exclusive.

Administrative Responsibilities:
1) Evaluate program(s) to include curriculum development, course/program implementation, and/or elimination
2) Develop, track, and manage of budget and fiscal affairs related to area of responsibilities
3) Identify personnel and equipment needs
4) Develop and implement long-range operational and strategic plans for area of responsibilities
5) Schedule courses and assigning faculty workload
6) Work with appropriate individuals to secure needed facilities
7) Adhere to all accreditation standards
8) Prepare necessary reports associated with related area
9) Train, supervise, and evaluate full-time and adjunct faculty using the Faculty Performance Management System (FPMS) program
10) Coordinate ordering textbooks and supplies with Campus Shop
11) Organize program advisory committee

3. Department Head
a. This position is responsible for the delivery of quality instruction and academic program administration. Academic Department Heads 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.

b. Responsibilities include all those listed under full-time instructor: teaching, support, advisement, service and recruitment, professional development and other special assignments plus additional administrative responsibilities.

c. The position will report to the Dean or the Vice President for Academic Affairs.
d. The intent of the specifications listed below is to give a general indication of the responsibilities common to all positions in this classification and is not all inclusive or exclusive.

Additional Administrative Responsibilities:
1) Assist in evaluating existing programs and develop new curricula for the department
2) Prepare departmental reports
3) Prepare agenda and chair departmental meetings
4) Create an atmosphere conducive for students and faculty to achieve their goals

4. Dean
a. This position is responsible for the management of a major instructional division and delivery of quality instruction. All Deans must demonstrate the experience and academic qualifications to lead the academic division.

b. Position reports to the Vice President for Academic Affairs. Position may serve as administrator for a county campus or instructional area.

c. Responsibilities include some of those listed under full-time instructor but will focus primarily on the management of a major instructional area.

d. The intent of the specifications listed below is to give a general indication of the responsibilities common to all positions in this classification and is not all inclusive or exclusive.

Management Responsibilities:
1) Provide overall leadership in all instructional programming, instructional support services, and program evaluations
2) Supervise/coordinate all academic functions including approval of class schedules, examination schedules, course syllabi, instructional equipment and materials
3) Supervise the development/revisions of all credit programs/curricula
4) Coordinate course offerings through Continuing Education
5) Develop and implementing long-range strategic plans for area
6) Develop, track, and manage of annual academic area’s budget and fiscal affairs
7) Adhere to all accreditation standards
8) Recruit, interview, hire, train, supervise, and evaluate department heads, academic program directors, instructors, and staff to meet the objectives of the academic area using the FPMS program.

9) Recommend programs/curricula improvements and academic needs to Vice President.

10) Create a positive work/learning environment for faculty, staff, and students in academic area.

11) Encourage academic growth for the faculty/staff by making available workshops, seminars, continuing education courses, and graduate studies within the guidelines of professional development.

12) Represent academic area and maintain communication/contact/support with business, industry, community organizations, and individuals throughout the College, the College service area, and state and national agencies.

13) Ensure Advisory Boards are established and maintained, for all program areas.