



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

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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

October 24, 2018
Date of Last Review

October 24, 2018
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, instruction, instructional development, student advisement, college and/or



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community service, professional development, instructional management, and 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 on 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- 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 determined by the President and fall within the range of 15-18 semester credit hours or 20 to 24 instructor classroom/lab contact hours.

Each academic department will load faculty by either credit or contact hour, as approved by the Vice President for Academic Affairs. When supervision of cooperative education programs (CWE), supervised cooperative education programs (SCWE), clinical learning experiences, internships, 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, assigned supervisory and/or other instructional responsibilities.

1. In assigning teaching loads and determining overload compensation consideration should be given to the following productivity factors:



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- a. Load hours associated with the type of class (Class types include: Lecture/laboratory/clinical/internship/CWE/SCWE/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. Exceptions to the College policy/procedure for faculty teaching/workload and overload compensation must be explained and documented by the Academic Dean and approved by the Vice President of Academic Affairs prior to the start of the semester
 3. The teaching load for Department Heads/Academic Program Directors and /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 SBTCE Procedure 8-2-102.1](#)) Department Heads/Academic Program Directors and 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 and must be approved in advance by the Vice President of Academic Affairs.

FALL and SPRING:

	Load Hours -Credit	Load Hours -Contact	Clinical Hours
Faculty	15 – 18	20 – 24	30
Academic Program Directors	12 – 15	17 – 20	25 – 30
Department Heads	9– 12	14 – 17	21 – 25
Deans	3 – 6	4 – 8	6 – 12



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SUMMER:

Faculty teaching full-time in the summer 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.

	Load Hours - Contact -	Clinical Hours
Faculty	18.0 – 24.0	30-36
Academic Program Directors	13.5 – 18.0	
Department Heads	9.0 – 13.5	
Deans	4.5 – 9.0	

1. All teaching workload assignments are the responsibility of the Division Dean based upon recommendations of the Department Heads/Academic Program Director. Exceptions to the College policy and procedure for faculty teaching workload must be documented and submitted to the Vice President for Academic Affairs for approval prior to the beginning of the semester.

2. Faculty loading for online classes use the following guidelines to determine load hours:

Number of Students Enrolled at End of Add/Drop	% of Course Credit/Contact	3-Hour Course	4-Hour Course
1-4	25%	.75	1.0
5-8	50%	1.5	2.0
9-11	75%	2.25	3.0
12 or above	100%	3.0	4.0

3. Faculty loading for CWE classes use the following guidelines to determine load hours: Contact hour faculty will receive the contact hours equivalent to the credit hours.

Number of Students Enrolled at End of Drop/Add	% of Course Credit	Example: 3 Credit Hour Course	Example: 4 Credit Hour Course
1-4	25%	.75	1.0
5-8	50%	1.5	2.0



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9-11	75%	2.25	3.0
12 or above	100%	3.0	4.0

4. Faculty loading for clinical classes, CWE, and SCWE may differ - the amount of time that is directly spent with the student will determine the load hours. The load hours for these courses will be determined by the Vice President for Academic Affairs based on recommendations from the appropriate Academic Dean.
5. Faculty loading for Independent Study classes should be limited in special circumstances. Approval for these courses for inclusion in faculty loading/compensation will be approved by the Vice President for Academic Affairs prior to the beginning of the semester and will use the following guidelines to determine load hours:

Number of Students Enrolled at End of Drop/Add	% of Course Credit	Example: 3 Credit Hour Course	Example: 4 Credit Hour Course
1-2	25%	.75	1.0

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. Curriculum development, committee assignments, program student recruitment, and other instructional related duties as assigned are to be completed in addition to these hours,

E. Release Time

Teaching faculty may be released from some or the entire normal teaching load to perform instruction-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 instruction-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 are not eligible for teaching overload compensation; however, extenuating circumstances may warrant overload compensation. Such extenuating circumstances are determined on a case by case basis and approved in advance by the Vice President for Academic Affairs.



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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 on the College's pay plan for temporary/adjunct faculty as determined. 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 will be paid for overload hours worked during the current payroll cycle. Dual employment authorization must be obtained prior to the start of the semester.

Academic Deans have the authority to approve a course overload for a faculty member per semester. Overloads beyond one course need to be approved in advance by the Vice President for Academic Affairs. Authorization for overload pay is for work done in excess of 40 hours per week. As part of the approval process, faculty will provide their work schedules to ensure compliance.

G. Full-time Faculty Responsibilities

1. Full-time Faculty

- a. This position 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, college and community service, recruitment, professional development, lean and customer service initiatives, and other duties as assigned.
- 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



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- 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) Assess student learning outcome attainment.
- 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.



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- e) Assist advisees in appropriate planning of their course schedules and academic progression.

5) College and/or Community Service:

College and community service may include (but not be limited to) the following:

- a) Assist with recruitment as required.
- b) Assist with job/transfer placement or recommendations as required.
- c) Cooperate with or participate in projects/activities of other instructional and support areas in fulfillment of the Colleges' 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.



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- 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 program and student learning outcomes, curriculum, and course/program changes.
- 2) Develop, track, and manage budget and fiscal affairs related to area(s) of responsibilities.
- 3) Identify personnel and equipment needs.
- 4) Develop and implement long-range operational and strategic plans for area(s) of responsibilities.
- 5) Schedule courses and assign faculty workload.
- 6) Adhere to all accreditation standards.
- 7) Prepare necessary reports associated with related area.
- 8) Train, supervise, and evaluate full-time and adjunct faculty.
- 9) Coordinate ordering textbooks and supplies with Campus Bookstore.
- 10) Organize program advisory committee.
- 11) Prepare departmental reports.
- 12) Prepare agenda and chair departmental meetings.
- 13) Create an atmosphere conducive for students and faculty to achieve their goals.

3. Department Head

- a. This position is responsible for the delivery of quality instruction and academic program administration. This position has the same responsibilities as the Academic Program Director, but is classified differently based on the number of the scope of the program, including the number of academic programs directed, the number of faculty supervised, the number of instructional sites served, or other relevant factors. 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



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other special assignments in addition to the administrative responsibilities listed under the Academic Program Director.

- c. The position will report to the Dean or the Vice President for Academic Affairs.

4. Academic Dean

- a. This position is responsible for the leadership of a major instructional division and ensuring the delivery of quality instruction. All Deans must demonstrate the experience and academic qualifications to lead the assigned academic division.
- b. Position reports to the Vice President for Academic Affairs or the Associate Vice President for Academic Affairs.
- c. Deans are expected to teach and to abide by all the instructional expectations placed on all faculty.
- d. Leadership and management responsibilities include (but are not limited to):
 - 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, course syllabi, purchase of instructional equipment and materials.
 - 3) Supervise the development/revisions of all credit programs/ curricula; manage appropriate and equitable loading for all departments within the assigned division.
 - 4) Collaborate with Economic and Continuing Education Division on course offerings.
 - 5) Develop and implement long-range strategic and operational plans for assigned division.
 - 6) Develop, track, and manage annual academic area's budget and fiscal affairs.
 - 7) Adhere to all accreditation standards.



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- 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 program/curricula improvements and academic needs to Vice President for Academic Affairs.
- 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.