BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE

FACULTY TEACHING AND OFFICE HOUR LOAD

Date approved by cabinet: February 20, 2024
Effective date: July 1, 2024
Expiration date (5 years from effective date if not renewed): July 1, 2028

Section 1.   Policy Statement

1.1.   Full-time teaching faculty at BridgeValley Community and Technical College (College) will maintain a minimum teaching load per week. Minimum teaching loads will be determined based on category descriptions included in the Regulations section below. The minimum number of total hours on campus per week shall be 25 (course/lab hours plus office hours). In addition, faculty are also required to attend departmental and divisional meetings and other institutional meetings and activities (e.g., beginning and end-of semester activities, commencement, registration, etc.) throughout the academic year. The remainder of the 37.5-hour workweek provides flexibility for consulting, research, workforce development, and course development, planning, and evaluation.

Section 2.   Regulations

2.1.   The Department Chair, in consultation with the Dean, will assign faculty course schedules each semester based on the curricular needs of the academic program.

2.2.   Faculty teaching load will be calculated by the department chair based on credit hours, contact hours, and credit hour production in the following categories:

   2.2.1   **Category 1:** For full-time faculty teaching lecture courses only, faculty load will be 15 credit hours/15 contact hours. Ten (10) office hours must be maintained to reach the 25-hour minimum time on campus per week.

   2.2.2.   **Category 2:** For full-time faculty teaching courses that are primarily a combination of lecture and/or laboratory, faculty load will range between 16 and 18 contact hours, with office hours scheduled to meet the 25-hour minimum on campus per week.

   2.2.3.   **Category 3:** For full-time faculty teaching courses that are primarily clinical and lecture/laboratory, faculty load will range between 18 and 21 contact hours, with office hours scheduled to meet the 25-hour minimum on campus per week.

   2.2.4.   **Category 4:** For full-time faculty teaching courses that include supervision of students at clinical sites, faculty load will be determined on an individual basis,

dependent upon number of students, site requirements, and team teaching of lecture/laboratory courses on campus.

2.2.5. **Category 5:** For full-time faculty teaching courses online, faculty load will be 15 credit hours/15 contact hours, which may consist of both online and on-campus courses. Ten (10) office hours must be maintained to reach the 25-hour minimum time on campus per week. One office hour per three credit hour online course may be maintained online and/or off campus.

2.2.6. **Category 6:** Full-time faculty on 12-month contracts are expected to maintain standard 37.5-hour work weeks with appropriate compensatory time to be taken when they are assigned evening classes.

2.2.6.a. Faculty on 12-month contracts are expected to observe all business days of the year, including those days on which classes are not scheduled.

2.2.6.b. Faculty on 12-month contracts earn two days of annual leave per month; such leave should be taken during times to avoid the least disruption in the delivery of scheduled courses. In the event faculty take leave during any semester, the plan to provide coverage of scheduled courses/content must be provided to the Dean. Exceptions in special circumstances may be made at the recommendation of the division Dean and with the approval of the VPAA.

2.2.6.c. Faculty on 12-month contracts are expected to teach a full load per the categories indicated in this policy during the summer months as part of their contracted responsibilities.

2.2.6.d. Faculty on 12-month contracts identified as a Chair or Program Coordinator receive release time per guidelines in this policy. Such faculty are expected to teach hours based on release time provided for faculty assigned to these administrative positions.

2.2.6.e. Faculty on 12-month contracts are overload eligible for teaching assignments based on teaching load categories per this policy. All overloads must be approved by the VPAA.

2.3. Upon approval by the President, specified faculty may be granted reassigned time to assist in the completion of special projects that are directly related to the accomplishment of the mission of the College and/or to serve in specified Faculty Senate roles as defined by the Constitution. Faculty with reassigned time must adhere to the basic 25-hour minimum required time on campus.

2.4. Courses taught for overload pay (i.e., on-campus, extended education, web, or workforce) are over and above the regular load policy and are not considered part of the minimum on-campus workweek requirement. All overloads must be approved by the VPAA.

2.5.   All full-time faculty identified as Program Coordinators receive a 20% release time per their specified teaching category (Section 2).

2.6.   All full-time faculty identified as Department Chairs receive a 40% release time per their specified teaching category (Section 2).

Section 3.   Minimum Enrollment Guidelines

3.1.   Classes, under normal circumstances, will have at least 10 students enrolled on the first day of class. Minimum enrollments are required to maintain institutional viability. The VPAA in consultation with respective divisional deans will approve classes with less than 10 students on a case-by-case basis. Additionally, low enrollment courses may be required for teach-out and building new program enrollment. Accreditation standards may supersede the minimum requirements.

3.2.   During an academic year, faculty may be asked to teach low enrollment independent study/special topic courses. Independent study/special topic courses are not eligible for overload pay. In addition, the courses will not count toward a faculty member's minimum required teaching load but will be included as part of the non-teaching hours needed to satisfy the 25-hour minimum required time on campus.

3.3.   The VPAA will provide final approval of non-teaching activity assignments due to low enrollment courses.