

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>WORKLOAD REQUIREMENTS FOR FULL-TIME FACULTY</b>
<b>EFFECTIVE DATE:</b>	April 24, 2012* <i>(*Procedural/Title Update 3/20/18; 1/13/15)</i>
<b>CANCELLATION:</b>	AA-2122.2C (2/22/05)
<b>CATEGORY:</b>	Academic (AA)

**POLICY STATEMENT**

Delgado Community College has established workload requirements that allow for full-time faculty members to fulfill their teaching duties, as well as other College obligations such as committee assignments, class/lab preparation, participation in Faculty Convocation and other faculty meetings, registration and advising, curriculum development and revision, and attendance at Commencement exercises.

Specific guidelines related to workload requirements, such as course loads, calculation of overload pay, office hours, extended day assignments, supplemental employment and college obligations are outlined in further detail in this memorandum.

**PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

To publish work week and course load requirements for full-time faculty members teaching credit courses at Delgado Community College.

2. **Scope and Applicability**

This policy and procedures memorandum applies to faculty teaching credit courses: 9-Month Faculty; 12-Month Faculty; and Grant Employees who are in grant positions comparable to full-time faculty teaching credit courses. This memorandum does not apply to Adjunct Faculty teaching credit courses, whose workload requirements and responsibilities are outlined in [Adjunct Faculty Workload Requirements/Responsibilities](#).

3. **Guidelines**

A. **Work Week**

In accordance with Louisiana Community and Technical College System policy, the College has established a 40-hour work week for all full-time faculty members. Of those 40 hours, it is understood that some faculty work is done outside the office such as in libraries and laboratories as well as at off-campus sites. During Fall and Spring Semesters, the College expects instructional faculty to be on campus (including instructional or practicum site) at least 4 days per week. Of these 40 hours, 25 hours are devoted to lecture, lab, and posted office hours distributed at times convenient for students. The remaining 15 hours are devoted to fulfilling other College obligations such as committee assignments, class/lab preparation, participation in Faculty Convocation and other faculty meetings, registration and advising, and curriculum development and revision.

Full-time faculty members are required to post 10 office hours per week. These office hours must be at times convenient for students and must be at least 30 minutes in length. In a situation where a faculty member teaches more than 15 contact hours, as part of a regular load, teaching contact hours and office hours are to total 25 hours with no fewer than 5 office hours.

Faculty members teaching during the summer session are required to post 2 office hours per class. These office hours must be at times convenient for students and must be at least 30 minutes in length.

B. **Course Loads**

A 100% course load is 15 contact hours per week or its equivalent. Each 3 contact hour course generally constitutes 20% of a full-time load. Contact hours for practicum and cooperative education courses will be determined by the respective Division Dean in accordance with program and accreditation requirements.

In certain case, a faculty member may be required to teach over 100% in a given semester. This will result in faculty being compensated for this overage.

4. **Calculation of Overload Pay**

A. **Overload Pay in Fall and Spring Semesters**

Overload pay is determined by the number of contact hours. If a person teaches courses that are not 20% of a full-time load, it is sometimes necessary to have a split overload, *i.e.*, a course that is part full-time load and part overload. In cases such as this, the overload portion of the course will be paid based on contact hours above the full-time load. In accordance with the College's policy on [Released Time](#), released time is defined as a release from one's full-time teaching duties, and therefore, released time cannot be used as an overload.

In accordance with the College's [Additional Compensation for Full-Time Faculty policy](#), full-time faculty may teach up to 60 over a full-time load. In special circumstances, a faculty member may be allowed to teach more than 60% over a full-time load with the Division Dean's recommendation and Vice Chancellor for Academic Affairs approval.

(\*Note: If a faculty member has a split overload in a Fall or Spring Semester, he/she may teach up to two overload classes in addition to the split overload.)

**B. Summer Session Pay**

A 100% course load for the eight-week Summer Session is 9 contact hours per week or its equivalent. Summer salary is determined, in part, by the faculty member's rank. Summer teaching loads of less than 100% will be compensated at the percent load taught (*e.g.*, one 3 contact hour course would pay at a rate of 33.3% of the summer salary for that rank).

In accordance with the College's [Additional Compensation for Full-Time Faculty policy](#), full-time faculty teaching in the summer may up to 33.3% over a full-time load. In special circumstances, a faculty member may be allowed to teach more than a 33.3% full-time load in the summer with the Division Dean's recommendation and Vice Chancellor for Academic Affairs approval.

(\*\*Note: If a faculty member has a split overload in the Summer Session, he/she may teach one overload class in addition to the split overload.)

**5. General Provisions**

**A. Released Time**

Full-time faculty members requesting to be released from part of their full-time teaching duties will request such released time in accordance with the provisions of the College's policy on [Released Time](#).

**B. Extended-Day Assignments**

Full-time faculty members may be required to teach part of their full-time load during the evening or weekend. When this is necessary, the schedule will be designed so that the faculty member does not have late evening and early morning classes on consecutive days.

**C. Supplemental Employment**

Overload classes and summer teaching assignments are not guaranteed for full-time faculty members. Overload and summer teaching assignments are assigned by the Dean of the academic division, with exceptions requiring approved by the Vice Chancellor for Academic Affairs.

6. **College Obligations of Faculty Members**

Full-time faculty members are expected to participate in college non-teaching activities as part of their faculty duties. These activities include, but are not limited to, the following:

- ***Registration and Student Advisement***  
Registration and student advisement duties are inherent in each full-time faculty member's responsibilities. Registration duties will be assigned for both regular and late registration. Advisement occurs throughout the academic year.
- ***Committee Assignments***  
Faculty members are to participate in departmental, divisional or college committees.
- ***Commencement Exercises***  
All full-time faculty members are expected to attend at least one Commencement Exercise per year.

7. **Cancellation**

This policy and procedures memorandum cancels Policy and Procedures Memorandum AA-2122.2C, *Workload Requirements for Full-Time Faculty*, dated February 22, 2005, and Delgado College 3242.1D, *Part-time Agreements*, dated January 19, 1990.

*Policy Reference:*

Louisiana Community and Technical College System Policy #6.003, [Leave Record Establishment and Regulations for All Unclassified, Non-Civil Service Employees](#)  
Delgado Policy and Procedures Memorandum, [Released Time](#)  
Delgado Policy and Procedures Memorandum [Additional Compensation for Full-Time Faculty policy](#)  
[Delgado Adjunct Faculty Workload Requirements/Responsibilities](#)

*Review Process:*

Deans' Council 2/15/12  
Academic Affairs Council 3/15/12  
College Council 4/24/12  
Procedural/Title Update Approval – Vice Chancellor for Academic Affairs 1/13/15  
Procedural Update Approval (as per new AA-2122.3 policy) - Vice Chancellor for Academic Affairs effective 3/20/18

*Distribution:*

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