POLICY & PROCEDURES MEMORANDUM

TITLE:	**WORKLOAD REQUIREMENTS FOR FULL-TIME FACULTY**
EFFECTIVE DATE:	**May 2, 2024*** *(*Procedural Update 5/2/24; Original 4/19/22)*
CANCELLATION:	AA-2122.2E (4/19/22)
CATEGORY:	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 professional development, and must attend at least one Commencement exercise per year.

Specific guidelines related to workload requirements 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 across all modalities: 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 and online.

Of these 40 hours:

- 15 hours are devoted to lecture and lab classes, *and*

- 10 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, professional development, and curriculum development and revision.

During Fall and Spring Semesters, the College expects instructional faculty to be on campus (including instructional or practicum site) at least 20 hours per week.

B.   **Office Hours**

Full-time faculty members are required to hold 10 office hours per week and publish and post these hours in the official Learning Management System of the College and follow the publishing guidelines of the respective Academic Dean. See Sample Faculty Work Schedule Template (Form 2122/001).

These office hours must be at times convenient for students and must be at least 30 minutes in length and can be held on campus and/or online with the ability to communicate in real time with students through a variety of software conferencing tools.

Faculty who teach overloads are required to hold additional office hours in adherence with the adjunct workload requirement.

Faculty members teaching during the summer session are required to hold 2 office hours per course section and publish and post those hours. These office hours must be at times convenient for students and must be at least 30 minutes in length and can be held on campus and/or online with the ability to communicate in real time with students through a variety of software conferencing tools.

C.   **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 internships/externships will be determined by the respective Academic Dean in accordance with program and accreditation requirements.

In certain cases, 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, after consultation with the Associate Vice Chancellor for Academic Affairs, the Academic Dean may recommend a faculty member be allowed to teach more than 60% over a full-time load. The Vice Chancellor for Academic and Student Affairs must approve the recommendation.

(*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 teach up to 33.3% over a full-time load. In special circumstances, after consultation with the Associate Vice Chancellor for Academic Affairs, the Academic Dean may recommend a faculty member be allowed to teach 33.3% over a full-time load. The Vice

Chancellor for Academic and Student Affairs must approve the recommendation.

(**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. **Extended-Day Assignments**

    Full-time faculty members may be required to teach part of their full-time load during the evening or weekend.

    B. **Supplemental Employment**

    Overload classes and summer teaching assignments are not guaranteed for full-time faculty members. Overload and summer teaching assignments require approval by the Academic Dean.

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, those in accordance with the Faculty Handbook's *[Job Description for Instructional Faculty](#)* and *[Faculty Responsibilities Beyond the Classroom](#)*.

7. **Cancellation**

    This policy and procedures memorandum cancels Policy and Procedures Memorandum AA-2122.2E, *Workload Requirements for Full-Time Faculty*, dated April 19, 2022.

Attachment A: [Sample Faculty Work Schedule Template (Form 2122/001)](#)

Policy Reference:

Louisiana Community and Technical College System Policy #6.003,
    Leave for Unclassified 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

Delgado Faculty Handbook: Job Description for Instructional Faculty
Delgado Faculty Handbook: Faculty Responsibilities Beyond the Classroom
Delgado Faculty Handbook: Requirements and Responsibilities of Faculty

Review Process:

Faculty Workload Task Force 3/9/2022
Deans' Council 3/23/2022
Faculty Senate Leadership 3/28/2022
Academic and Student Affairs Council 4/5/2022
College Council 4/19/2022
Faculty Workload Task Force Recommendations 4/3/24
Deans' Council 4/17/24
Procedural Update – Vice Chancellor for Academic and Student Affairs Approval –
    5/2/24

Distribution:

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