

## **APPENDIX C**

# **FACULTY WORKLOAD PROCEDURES AND GUIDELINES**

## FACULTY TEACHING LOADS

The guidelines which follow will be used in assigning teaching loads. Due to the uniqueness of the various programs a faculty member's workload may consist of one or various combinations of courses and laboratories.

### GUIDELINES

1. A normal teaching load for a faculty member during the nine-month contract year is thirty workload units, fifteen units per semester.
2. Teaching loads less than fourteen workload units per semester must be approved by the Dean/Director based upon recommendation by the Department Chairperson/appropriate supervisor.
3. Any faculty member with an anticipated load of less than thirty units will be assigned additional duties by the Department Chairperson/appropriate supervisor in consultation with and as approved by the Dean/Director for that year. Under some circumstances, those duties may be assigned in the summer if such an assignment is necessary or timely to the needs of the college.
4. A workload unit is defined as one faculty-class contact hour per week based on a sixteen-week semester. Fifty minutes is equal to one instructional contact hour.
5. Compliance with accrediting agency guidelines or cooperative agency agreements may require variation from these guidelines.
6. Teaching loads are determined as follows by level of student supervision required:

## Level of Student-Supervision

## Workload Units

- a. **Lecture** One workload unit per faculty-class contact hour per week.
- b. **Laboratory**  
Faculty member provides supervision; introduces information; schedules the lab work; provides individual skills instruction. Two-thirds workload unit per faculty-class contact hour per week; hence, two workload units per every three faculty class contact hours per week.
- c. **Studio/Shop**  
Faculty member provides some supervision, reinforces information in a less structured setting. One-half workload unit per faculty-class contact hour per week; hence, one workload unit per every two faculty-class contact hours per week.
- d. **Work Experience Labs**  
Faculty member shares the responsibility for the lab with the employer; prepares for, monitors, and evaluates the placement of the student on the job site. EXAMPLES: clinical training, laboratory training, field experiences, externships, internships, on-the-job training and practicums as designated by the Coordinating Board or accreditation agencies. A faculty member should be assigned no fewer than three and no more than twenty students per work experience class and no more than two work experience classes per semester. One to four work units per work experience:  
0-15 hours of lab = 1 unit  
\*16-25 hours of lab = 2 units  
26-35 hours of lab = 3 units  
36-45 hours of lab = 4 units  
\* Not reimbursable beyond twenty hours of lab as per Coordinating Board.
- e. **Applied Music**
1. Bands and ensembles requiring the continuous presence of the instructor: Three faculty-class contact hours per week for sixteen weeks equal two load units.
  2. Individual instruction in voice and instruments (private lessons) requiring one faculty-class contact hour and six hours of self-directed laboratory practice per week for sixteen weeks equates to one load unit.
  3. Class instruction in voice and instruments requiring two faculty-class contact hours (one lecture and one lab), and six hours of self directed laboratory practice per week for sixteen weeks equates to 1.67 load units.