

D.5.1.5 (Procedure) Non-Instructional Workload Assignment for Full-Time Faculty Serving as Faculty Leads

Responsible Department: Talent, Organization & Strategic Innovation

Based on Board Policy: D.5.1 Employee Compensation and Exempt/Non-Exempt Status

Related Procedure: D.5.1.2 Faculty Teaching Loads

Approved: 7-30-26

This procedure establishes a standardized, transparent, and data-informed process for assigning non-instructional workload to full-time faculty serving in designated Faculty Lead roles. It is designed to create equitable and consistent workload assignments for sustained leadership work across colleges, in alignment with the academic leadership model. Non-instructional workload is intended to compensate Faculty Leads for sustained, role-based responsibilities that exceed baseline faculty service expectations and are essential to program delivery, coordination, and institutional effectiveness.

The Faculty Lead is a formally designated role assigned to a regular full-time faculty member that is responsible for coordination and leadership within a discipline, program, or functional academic area.

All non-instructional workload assignments shall:

1. Be aligned with the guidelines outlined in Procedure D.5.1.2 Faculty Teaching Loads.
2. Be calculated in workload units (WLU), where 1 WLU = 42.67 work hours per semester.
3. Be included as part of the faculty member's standard workload and loaded into FLAC as non-instructional workload.
4. Receive approval from the College Dean for Academic Success, Vice President for Academic Success and President.

Non-instructional workload is not an entitlement and must be justified each full semester (Fall and Spring) and Summer term (if applicable) based on documented workload using the approved Faculty Lead rubric. Non-instructional workload is intended to compensate Faculty Leads for sustained, role-based responsibilities that extend beyond the standard expectations of full-time faculty, as outlined in Alamo Colleges District Board Policies and Procedures related to faculty workload, teaching responsibilities, and institutional service (D.5.1 series). While faculty are expected to fulfill their regular instructional, service, and institutional duties, this workload recognizes additional responsibilities that are essential to program delivery, coordination, and overall institutional effectiveness.

Relationship to Faculty Teaching Loads

1. A standard full-time faculty load is 30 WLU per academic year (15 per semester).
2. Approved non-instructional workload for Faculty Leads replaces instructional workload within the 15 WLU semester load.
3. Faculty Leads receiving non-instructional workload may have reduced teaching assignments but must still meet total workload expectations unless otherwise approved.
4. If a Faculty Lead's total assigned workload (instructional + non-instructional) is below 15 WLU in a semester, additional duties shall be assigned in accordance with Procedure D.5.1.2.
5. Faculty Lead non-instructional workload assignments may not cause overload unless separately approved under overload provisions.

Definitions

- Faculty Lead: A full-time faculty member formally assigned responsibility to assist with the coordination of a discipline, program, or defined academic function.
- Baseline Faculty Service: Standard expectations including committee participation, student support, advising, and routine departmental contributions.

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- Non-Instructional Workload: Sustained duties performed by Faculty Leads beyond baseline service that support program coordination, curriculum development, compliance, partnerships, or operations.
- Rubric: The *Faculty Lead Non-Instructional Workload Calculator* used to quantify non-instructional workload for Faculty Leads.
- Tier: The classification of non-instructional workload (0–5) based on total rubric score.

Procedure for Assigning Non-instructional Workload

Step 1: Establish the Baseline

The Associate Dean or appropriate supervisor shall define and communicate baseline faculty service expectations applicable to all full-time faculty. These include, but are not limited to:

- Committee participation
- Advising and student support
- Routine curriculum discussions and revisions
- General academic functions

Baseline responsibilities are not eligible for Faculty Lead non-instructional workload.

Step 2: Identify Sustained Workload Above Baseline

The Associate Dean shall identify ongoing responsibilities associated with the Faculty Lead role that exceed baseline service. These may include, but are not limited to:

- Program or discipline coordination
- Faculty supervision, mentoring, or onboarding
- Curriculum leadership or accreditation work
- Industry or university partnership coordination
- Operational system oversight

Only recurring, role-based responsibilities tied to the Faculty Lead assignment qualify. One-time or intermittent tasks are excluded.

Step 3: Apply the Rubric Weighting Criteria

The *Faculty Lead Non-Instructional Workload Calculator Rubric* shall be applied using objective data inputs where available. The rubric is specifically designed to measure the scope and complexity of Faculty Lead responsibilities.

The following categories must be evaluated:

1. Program delivery scale
 - Sections coordinated
 - Number of courses
 - Instructional modalities
 - Accelerated program development

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- Delivery sites
- 2. Faculty Coordination
 - Full-time faculty count
 - Adjunct faculty coordination (dual credit and non-dual credit)
 - Onboarding/training
 - Coordination structures
- 3. Curriculum and Academic Alignment
 - Curriculum authority and revisions
 - Transfer/articulation alignment
 - Workforce/industry collaboration
 - Course delivery consistency
- 4. Program Partnerships & External Coordination
 - Partner schools
 - Advisory committees
 - Recruitment activities
 - Accreditation/regulatory oversight
- 5. Program Operations and Systems
 - Shared course package development
 - Operational readiness systems
 - Student processing coordination
- 6. Program Delivery Complexity
 - Labs, internships, or field-based instruction
 - Specialized equipment or facilities

Each variable is scored according to rubric definitions. Scores must be supported by verifiable data (e.g., number of sections, faculty counts, meetings, partnerships, etc.) and must reflect the scope of the Faculty Lead assignment.

Step 4: Calculate Indicative Non-Instructional Workload

1. All rubric scores are summed to produce a total score (maximum 68 points).
2. The total score determines the Faculty Lead non-instructional workload tier:

Total Points	Tier	Non-Inst WLU	Work Hours/Semester
0-15	Tier 1	None	Included in baseline service
16-25	Tier 2	1 WLU	42.67 hours
26-35	Tier 3	2 WLU	85.33 hours
36-45	Tier 4	3 WLU	128 hours
46-55	Tier 5	4 WLU	170.68 hours
56+	Tier 6	5+ WLU	213.35 hours
3. The calculated non-instructional workload represents the standardized baseline recommendation for the Faculty Lead role and is not subject to informal negotiation.

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Step 5: Shared Governance Review

Faculty Lead non-instructional workload recommendations shall be reviewed through a structured governance process that may include:

- Associate Dean
- Dean for Academic Success
- Vice President for Academic Success

The purpose of this review is to ensure:

- Consistent application of rubric criteria across Faculty Lead roles
- Alignment with institutional standards
- Equity across disciplines, programs, and colleges

This step is for validation and calibration only, not re-scoring without justification. Any final adjustment must cite the specific change and reason, such as documenting the correct application of the rubric criteria, or explanation of calibration.

Step 6: Final Approval and Communication

1. Final Faculty Lead non-instructional workload assignments must be approved by the College Vice President for Academic Success and President.
2. Approved workload shall be:
 - Entered into FLAC as non-instructional workload
 - Clearly categorized by Faculty Lead function
3. Faculty Leads shall receive written notification including:
 - Total rubric score
 - Effective date and next review date
 - Assigned tier and WLU
 - Summary of Faculty Lead responsibilities and duties in scope
 - Explanation of any changes from prior assignments

Step 7: Periodic Recalibration

1. Faculty Lead non-instructional workload assignments shall be reviewed each full semester (Fall and Spring) and Summer term (if applicable) or as program conditions change.
2. The rubric and scoring criteria shall be reviewed periodically to reflect:
 - Changes in program scale or structure
 - Accreditation or regulatory updates
 - Evolving instructional modalities or delivery models
3. Significant changes in Faculty Lead responsibilities must be documented and reflected in updated scoring.

Compliance and Exceptions

1. Any deviation from this procedure must be approved by the College Dean for Academic Success and Vice President for Academic Success.

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2. Adjustments required for accreditation, regulatory compliance, or grant-funded Faculty Lead activities must be documented.
3. This procedure shall be applied consistently across all the Alamo Colleges to ensure equitable workload distribution among Faculty Leads.