



Faculty Workload

POLICY NUMBER

1.7060

Responsible Office: <i>Office of the Vice Chancellor for Academic and Student Affairs</i>	Effective Date: <i>08/31/2018</i>
Responsible Official: <i>Vice Chancellor for Academic and Student Affairs</i>	Last Reviewed Date: <i>05/13/2021</i>
Policy Classification: <i>Academic Affairs</i>	Origination Date: <i>08/31/2018</i>

I. POLICY STATEMENT

Baton Rouge Community College (BRCC) upholds the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) faculty-related Principles of Accreditation and ensures that its courses and programs are adequately staffed by appropriately qualified and experienced faculty to ensure student success. Faculty workloads are directed toward fulfilling the mission of the College and goals of the academic divisions and include teaching, providing service to students, department, division, and the College, and engaging in professional development activities. Teaching assignments and work hours of faculty may occur at any of the BRCC locations and area high schools and are based upon student enrollment and may include day, evening, week-end, dual enrollment, and online hours.

II. POLICY RATIONALE AND SCOPE

The purpose of this policy is to establish the specific guidelines related to the totality of faculty positions and faculty workload requirements. This policy applies to 9-Month Full-Time Faculty; 10-Month Full-Time Faculty; 12-Month Full-Time Faculty; Department Chair/12-Month Faculty Librarian/12-Month Faculty, Temporary Full-Time Faculty; Adjunct Faculty; and qualified BRCC administrators and professional staff who teach as adjunct faculty outside of their normal work day.

Nine-Month and Ten-Month Full-time Faculty

- 100% workload for 9-Month and 10-Month Full-Time Faculty is equivalent to no less than thirty (30) credit hours per academic year for the contract year (fall and spring semesters) performing the duties as outlined in the full-time Faculty Job Description.
- Course sections offered in the various parts of term may be assigned to faculty to determine their course load. Course sections offered in alternate parts of term (terms with start dates



after the beginning of the Fall and Spring semester) are unpredictable due to unknown student enrollment and should not be used in determining faculty course load, except under special circumstances.

- It is recognized that some duties such as course preparation, grading, professional development, and service on behalf of the college, may be performed on or off-campus, face-to-face, or virtual.
- Faculty are required to fulfill the duties and responsibilities of the Faculty Job Description in the Faculty Handbook.
- There is no additional payment for evening, weekend, or distance education courses (online or hybrid or other electronic delivery of curricula).
- Faculty are required to establish office hours proportionate to their teaching and overall workload, at a minimum of 10 office hours per week. Office hours can be in-person or virtual. Faculty members may establish when and how those hours are observed and their determination will be posted in the class syllabus. Sessions should be at least 30 minutes in length, at times convenient for students, at times consistent with the teaching schedule, at times that do not conflict with the faculty member's scheduled class start time or department/division meetings, and must be posted within the first week of class.

Twelve-Month Full-Time Faculty

- 100% workload 12-Month Full-Time Faculty is equivalent to no less than forty (40) credit hours for the contract year (fall, spring, summer semesters) performing the duties as outlined in the full-time Faculty Job Description.
- Course sections offered in the various parts of term may be assigned to faculty to determine their course load. Course sections offered in alternate parts of term (terms with start dates after the beginning of the Fall and Spring semester) are unpredictable due to unknown student enrollment and should not be used in determining faculty course load, except under special circumstances.
- It is recognized that some duties such as course preparation, grading, professional development, and service on behalf of the college, may be performed on or off-campus, face-to-face, or virtual.
- Faculty are required to fulfill the duties and responsibilities of the Faculty Job Description in the Faculty Handbook.
- There is no additional payment for evening, weekend, or distance education courses (online or hybrid or other electronic delivery of curricula).
- Twelve-Month Full-Time non-technical faculty are required to designate office hours proportionate to their teaching and overall workload, at a minimum of 10 office hours per week. Office hours can be in-person or virtual. Faculty members may establish when and how those hours are observed and their determination will be posted in the class syllabus. Sessions should be at least 30 minutes in length, at times convenient for students, at times



consistent with the teaching schedule, at times that do not conflict with the faculty member's scheduled class start time or department/division meetings, and must be posted within the first week of class.

- Due to 12-Month Full-Time Faculty earning annual leave, they must work a 40-hour work week and must follow the Campus holiday and closure schedule and report to work between semesters and at times when students are not on campus. If the 12-Month Full-Time Faculty member is absent from work, they must use annual leave (or sick leave when applicable).

Department Chair/Twelve-Month Faculty

- The department chair is a member of the faculty who provides academic and administrative leadership and vision to a defined cluster of academic disciplines and academic programs and serves as direct supervisor to the faculty within those disciplines.
- *100% workload for Department Chair/12-month employee* is equal to a 40-hour work week (may include evening and/or weekend) for the contract year (includes fall, spring and summer semesters). The department chair works directly for an academic dean in the administration of the functions and duties listed in the Department Chair Job Description.
- The department chair teaches one course per fall and spring semesters as part of their department chair duties.
- Due to 12-Month Employees earning annual leave, department chairs must work a 40-hour work week and must follow the Campus holiday and closure schedule and report to work between semesters and at times when students are not on campus. If a department chair is absent from work, including absent from their teaching obligations, they must use annual leave (or sick leave when applicable).

Librarian/Twelve-Month Faculty

- 100% workload for Librarian/12-month faculty is equal to a 40-hour work week (may include evening and/or weekend) for the contract year (includes fall, spring and summer semesters); and includes instructional and non-instructional responsibilities, and performing duties as outlined in the full-time Librarian Job Description and as determined by the Director.
- Due to 12-Month Employees earning annual leave, Librarians must work a 40-hour work week and must follow the Campus holiday and closure schedule and report to work between semesters and at times when students are not on campus. If the Librarian is absent from work, they must use annual leave (or sick leave when applicable).
- Librarians are required to establish office hours appropriate to their teaching and overall workload. The office hours/reference desk hours requirement of librarians will be determined by the supervisor/Director. Office sessions can be in-person or virtual. They should be at least 30 minutes in length, at times convenient for students, at times consistent with the teaching schedule, at times that do not conflict with the faculty member's scheduled class start time or department/division meetings, and must be posted within the first week of class.



Temporary Full-Time Faculty

- Temporary full-time faculty positions provide the College the opportunity to meet immediate needs created by unanticipated circumstances. Unanticipated circumstances may include the replacement of a full-time faculty position on short notice, acquisition of a new position late in the fiscal year, and/or unanticipated increases in enrollment where adjunct resources are not readily available.
- The College expects that temporary full-time faculty will perform to the same standards of excellence as full-time faculty in performing job duties outlined in the Faculty Job Description.
- Temporary full-time faculty may teach overloads as outlined in this policy for full-time faculty.
- The temporary full-time faculty member must meet the minimum requirements for a faculty position in a specific discipline and fulfill all duties and responsibilities associated with a full-time faculty position, which includes participating in performance review and adhering to the College values, thereby demonstrating the academic responsibility and professionalism of all College faculty members.
- Temporary Full-Time Faculty may serve in the same faculty position for no more than one year unless exception is granted by the VCASA and Chancellor.
- A faculty member on a temporary contract may apply for any full-time faculty position for which he/she meets minimum qualifications.

Adjunct Faculty

- The Adjunct Faculty appointment is considered part-time employment to fulfill an instructional need for a semester.
- In the summer, all 9-Month and 10-Month full-time faculty are considered adjuncts.
- Although an adjunct faculty member may be hired for more than one semester or academic year, an automatic renewal of employment should not be expected, nor should it be expected that it will lead to a full-time faculty appointment.
- The course load of an adjunct faculty member will be determined by the department chair/dean and is limited to no more than 9 credit hours for each regular fall and spring semester.
- The course load of adjunct faculty member for the summer semester is determined by the department chair/dean and is no more than 9 credit hours for the full summer semester or any parts of a summer semester.
- Although adjunct faculty are not required to hold regular office hours, they will designate methods in their syllabus to be available to meet with students virtually or face-to-face outside of the classroom to discuss course content and course-related issues.
- Adjunct faculty members will be compensated at the College's adjunct rates per credit hour.



Administrators and Professional Staff

- Administrators and professional staff members serving in an adjunct capacity, may teach up to one course each semester with approval from the individual’s immediate supervisor, dean, vice chancellor for the area, and the VCASA. Approvals must be obtained by all parties before a course may be assigned. Exceptions will be approved by the VCASA.
- Courses must be taught and managed outside of the employee’s regular working hours and may include evening, weekend or online courses.
- Deans are not permitted to teach adjunct courses.

Overloads for Full-time Faculty

- *Overload* refers to teaching more than the required course load component of the faculty member’s 100% workload per semester.
- Overloads will not be assigned unless the faculty member’s course load is at 90% capacity or more according to the course caps.
- Faculty members are expected to perform all full-time responsibilities with no degradation or reduction of quality resulting from the overload.
- Compensation for overloads will be paid separately from the full-time contract. Overloads will be paid at the adjunct rate per credit hour.
- It is sometimes necessary for a 9-Month or 10-Month Full-Time Faculty member to have a *split overload*, a course that is part full time load (used to meet the full time minimum course load) and part overload where the overload portion of the course will be paid based on credit hours above the full-time load.
- Overload assignments are not guaranteed for full-time faculty. Overloads are based on the needs of the College, instructor expertise, and the faculty member’s annual Faculty Performance Evaluation.
- Nine-Month and Ten-Month Faculty will not be assigned more than one overload or its equivalent, unless determined by the dean and approved by the VCASA.

Release Time for Full-time Faculty

- Release time is release from the faculty member’s course load to perform a defined service to the College, and therefore, release time cannot be used as an overload. Release time provides a course load substitution for work on special assignments or projects and is based on a hypothetical 3-credit course equivalency.
- Requests for release time may be initiated by the faculty, Faculty Senate President, department chair, dean, VCASA, or the Chancellor. Release time may be approved by the dean, the VCASA, or the Chancellor. Final approval rests with the VCASA and the Chancellor.
- Release time per semester accompanies certain positions within the college as follows:

Faculty Senate President	2 course releases
Chair of the Faculty Senate Curriculum Committee	2 course releases
Chair of the Faculty Senate Gen Ed Committee	2 course releases



Chair of the Faculty Senate Assessment Committee	2 course releases
Chair of the Faculty Senate Personnel Policies Committee	1 course release

*these releases will be determined and confirmed at the start of each academic year based on college need.

III. POLICY AUDIENCE

The audience for this policy includes 9-Month Full-Time Faculty; 10-Month Full-Time Faculty; 12-Month Full-Time Faculty; Department Chair/12-Month Faculty, Librarian/12-Month Faculty Temporary Full-Time Faculty; Adjunct Faculty; and qualified administrators and professional staff who teach as adjunct faculty outside of their normal work day; deans; any staff that assist departments or divisions in management of faculty assignments and contracts; the Director of eLearning; the Director of Human Resources; the VCASA; the Vice Chancellor of Finance and Administration, and the Chancellor.

IV. POLICY COMPLIANCE

Maintenance of SACSCOC accreditation requires compliance with faculty-related Principles (on Full-time Faculty, Program faculty, and Faculty appointment and evaluation). The consequences of non-compliance range from placement on sanctions to loss of accreditation

V. POLICY DEFINITIONS

Parts of term refers to shorter sessions offered within a given regular semester (fall, spring or summer).

Instructional duties are duties that involve teaching and office hours.

Non-instructional duties are duties that do not involve teaching or office hours such as division and department committee assignments, administrative tasks, class/lab preparation, participation in Convocation and other faculty meetings, registration and advising, curriculum development and revision, institutional and programmatic accreditation activities, and attendance at Commencement exercises.

Distance education courses are courses include online or hybrid or other electronic delivery of curricula.

Virtual office hours are office hours offered online by using technology.

Overload refers to teaching more than the required course load component of the faculty member's 100% workload per semester.

Split overload refers to a course that is part full time load (used to meet the full time minimum course load) and part overload where the overload portion of the course will be paid based on credit/contact/TLE hours above the full-time load.

Release time is release from the faculty member's course load to perform a defined service to the College, and therefore, release time cannot be used as an overload. Release time provides a course load substitution for work on special assignments or projects and is based on a hypothetical 3-credit course equivalency.



Technical faculty teach courses for which both of the following conditions apply: 1) the ratio of instructional contact hours to credit hours exceeds 15 to 1 (per semester) and, 2) the courses taught support a BRCC-recognized career and technical education program.

Non-technical faculty teach courses where the ratio of instructional contact hours to credit hours meets or exceeds 15 to 1 (per semester); however, the courses taught do not support a BRCC-recognized career and technical education program.

VI. POLICY IMPLEMENTATION PROCEDURES

This policy will be implemented by the deans of academic divisions. In some cases, department chairs provide direct supervision and oversight to faculty. Faculty workloads are determined by the deans. Faculty contracts are forwarded to the VCASA, Vice Chancellor for Finance and Administration, and the Chancellor for approval, and submitted to the Office of Human Resources for processing.

VII. POLICY RELATED INFORMATION

Southern Association of Colleges and Schools Commission on Colleges, Principle on Faculty, Full-time faculty and Faculty appointment and evaluation, on the web at www.sacscoc.org.

Louisiana Community and Technical College System Academic Policy 6.007, Policy on 9-Month and 12-Month Unclassified Contracts

Louisiana Community and Technical College System Academic Policy 6.003, Leave Record Establishment and Regulations for All Unclassified, Non-Civil Service Employees

BRCC Academic Affairs Policy 1.7040, Responsibility and Authority of Faculty in Academic and Governance Matters

BRCC Faculty Handbook, 2018-2019, Faculty Job Description and Full-time Faculty Workload; Librarian Job Description

BRCC Faculty Performance Evaluation Procedures at www.mybrcc.edu

BRCC Department Chair Job Description

VIII. POLICY EXCEPTION

This policy does not apply to faculty teaching non-credit courses or courses or programs offered as 'leisure' courses by administrative units for which students do not earn credit. Exceptions to the Faculty Workload Policy must be recommended by the dean and approved by the VCASA. In the case of high-demand, hard-to-fill positions, the Chancellor may authorize exceptions to this policy resulting in additional supplement once approved by the VCASA and certified by the Office of Human Resources. This policy may be suspended or revised under conditions of financial emergency or natural disaster as determined by the Chancellor.

IX. POLICY HISTORY AND REVIEW CYCLE

This policy is a revision of the original policy approved on 8/31/2018. The policy is to be reviewed and revised, as needed, within three years of the effective date.



X. POLICY URL

This policy may be accessed on the BRCC website at www.mybrcc.edu.

XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL

A handwritten signature in blue ink, appearing to read 'W. Smith', written over a horizontal line.

Willie E. Smith, Sr., Ed.D.
Chancellor

05/19/2021

Date
Effective Date of Policy