



Faculty Workload Policy

POLICY NUMBER

1.7060

Responsible Office: <i>Office of the Vice Chancellor for Academic and Student Affairs</i>	Effective Date: 08/31/2018
Responsible Official: <i>Vice Chancellor for Academic and Student Affairs</i>	Last Reviewed Date:
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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. This policy establishes faculty workload requirements for the following categories of faculty: 9-Month Full-Time Faculty; 12-Month Full-Time Faculty; Department Chair/12-Month Employee, Librarian/12-Month Employee, Temporary Full-Time Faculty; Adjunct Faculty; and qualified BRCC administrators and professional staff who teach as adjunct faculty outside of their normal work day. 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. The dean, with approval from the Vice Chancellor for Academic and Student Affairs (VCASA), determines faculty instructional and non-instructional workloads that are appropriate to the academic division's needs, curricular requirements and the faculty member's expertise, experience, and professional interests. 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. Exceptions to the Faculty Workload policy must be recommended by the dean and approved by the VCASA.

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, such as course loads, office hours, non-instructional duties, releases, overloads, and extra services. This policy applies to 9-Month Full-Time Faculty; 12-Month Full-Time Faculty; Department Chair/12-Month Employee, Librarian/12-Month Employee, 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 Full-time Faculty (Includes Nursing and Allied Health 9-Month Full-time Faculty)

- *100% workload for 9-Month Full-Time Faculty* is equivalent to a 40-hour work week (may include Saturday) for the contract year (fall and spring semesters); and includes instructional (teaching and office hours) and non-instructional responsibilities, and performing duties as outlined in the full-time Faculty Job Description and as determined by the dean.
- *Nursing and Allied Health 9-Month Full-time Faculty workload* is equivalent to a 40-hour work week but, different from non-nursing 9-Month Full-time Faculty, Nursing and Allied Health 9-Month Full-time Faculty are required to teach a minimum of 13 contact hours and a maximum of 19 contact hours each semester. Nursing and Allied Health Faculty may be given special duties such as, but not limited to, program manager as part of their workload.
- Each fall and spring semester, after final grades are submitted, faculty are required to continue to fulfill their job responsibilities, which includes attending required departmental and division meetings, and attending Commencement. In addition, during this period (between submission of final grades and commencement), faculty should be available by phone and e-mail to address dean, department chair, and student concerns.
- Course sections offered in the 1st 7 weeks or 12-weeks *parts of term* may be assigned to faculty to determine their course load; however, course sections offered in second parts of term (i.e. 2nd 7 weeks) are unpredictable due to unknown student enrollment and should not be used in determining faculty course load.
- It is recognized that some duties such as course preparation, grading, professional development, and service on behalf of the college, may be performed off-campus.
- Faculty are required to fulfill *non-instructional responsibilities* 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.
- Faculty *instructional responsibilities* include credit hours, contact hours, or Teaching Load Equivalencies (TLEs), and office hours. *Teaching Load Equivalencies* (TLEs) may be used in the calculation of course load in cases where the course load does not correlate to formal credit-based teaching; these activities may exceed typical contact hours for instructional activities or may not involve direct instruction but are defined in the context of a hypothetical 3-credit course.
- For those instructors teaching courses with academic activities such as laboratory, art studio, field work, clinical, internship, externship, industry experience or other applied requirements with a range of differing contact hours, course load will be determined on a case by case basis using TLEs. Recommendations will be required from the dean in determining such TLEs with final approval made by the VCASA.

- There is no additional payment for evening, weekend, or *distance education courses* (online or hybrid or other electronic delivery of curricula).
- There is no additional payment for faculty teaching 3 or more different course preparations. Service points will be awarded to faculty teaching more than 3 different course preparations as stated in the BRCC Faculty Performance Evaluation.
- Faculty are required to establish office hours appropriate to their teaching and overall workload. Nine-Month Full-Time *non-technical* faculty are required to establish a minimum of 10 office hours per week. The office hours requirement of Nine-Month Full-Time *technical faculty* will be determined by the supervisor/dean and approved by the VCASA.
- Office hours are used to engage students in class-related matters and may include advising. 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.
- The following applies to virtual office hours:
 - Faculty teaching an online course (the hybrid course is excluded here as it has a face-to-face component) may set aside one hour per week per online class for a virtual office hour. A *virtual office hour* enables faculty to hold office hours online by using technology. For example, a 9-Month Full-Time non-technical faculty member teaching 3 online courses, may schedule a total of 3 virtual office hours along with 7 face-to-face office hours for a total of 10 office hours per week.
 - Faculty not teaching an online course may schedule one virtual office hour of their total office hours per week requirement.
 - Virtual office hours benefit students in online courses as well as students whose work and or school schedules conflict with the faculty member's face-to face availability. Virtual office hours also allow faculty to enact more flexibility by making themselves available later in the evening or on weekends when many students are actually working on course assignments and have questions.
 - Faculty are required to clearly establish their virtual office hour schedule within the Learning Management System and inform students and their immediate supervisor.
- In addition to office hours, faculty may be requested to schedule advising hours as determined by the department chair/dean.

Department Chair/Twelve-Month Employee with Faculty Status

- 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 Saturday) 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.
- If needed by the College, department chairs may be permitted to teach overloads outside of normal working hours as approved by the dean and the VCASA.
- 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).

Twelve Month Full-Time Faculty

- *100% workload for 12-Month Full-Time Faculty* is equal to a 40-hour work week (may include Saturday) 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 Faculty Job Description and as determined by the dean.
- 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).
- Faculty are required to fulfill *non-instructional responsibilities* 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, college and programmatic accreditation activities, and attendance at Commencement exercises.
- Faculty *instructional responsibilities* include credit hours, contact hours, or Teaching Load Equivalencies (TLEs), and office hours. *Teaching Load Equivalencies* (TLEs) may be used in the calculation of course load in cases where the course load does not correlate to formal credit-based teaching; these activities may exceed typical contact hours for instructional activities or may not involve direct instruction but are defined in the context of a hypothetical 3-credit course.
- For those instructors teaching courses with academic activities such as laboratory, art studio, field work, clinical, internship, externship, industry experience or other applied requirements with a range of differing actual hours, course load will be determined on a case by case basis using TLEs. Recommendations will be required from the Dean in determining such TLEs with final approval made by the VCASA.
- There is no additional payment for evening, weekend, or distance education courses (online or hybrid or other electronic delivery of curricula).
- There is no additional payment for faculty teaching 3 or more different course preparations. Service points will be awarded to faculty teaching more than 3 different course preparations as stated in the BRCC Faculty Performance Evaluation.
- Faculty are required to establish office hours appropriate to their teaching and overall workload. The office hours requirement of 12-Month Full-Time Faculty will be determined by the supervisor/dean.
- Office hours are used to engage students in class-related matters and may include advising. 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.
- The following applies to virtual office hours:
 - As part of the office hours per week requirement, faculty teaching an online course (the hybrid course is excluded here as it has a face-to-face component) may set aside one hour per week per online class for a virtual office hour. A *virtual office hour* enables faculty to

hold office hours online by using technology.

- Faculty not teaching an online course may schedule one virtual office hour of their total office hours per week.
- Virtual office hours benefit students in online courses as well as students whose work and or school schedules conflict with the faculty member's face-to face availability. Virtual office hours also allow faculty to enact more flexibility by making themselves available later in the evening or on weekends when many students are actually working on course assignments and have questions.
- Faculty are required to clearly establish their virtual office hour schedule within the Learning Management System and inform students and their immediate supervisor.

Librarian/Twelve-Month Employee with Faculty Status

- *100% workload for Librarian/12-month employee* is equal to a 40-hour work week (may include Saturday) 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 dean.
- 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 fulfill *non-instructional responsibilities* that include duties such as committee assignments, administrative tasks, participation in Convocation and other faculty meetings, curriculum development and revision, college and programmatic accreditation activities, and attendance at Commencement exercises.
- Librarians are required to establish office hours appropriate to their teaching and overall workload. The office hours requirement of librarians will be determined by the supervisor/dean.
- Office 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.
- The following applies to virtual office hours:
 - As part of the office hours per week requirement, librarians teaching an online course (the hybrid course is excluded here as it has a face-to-face component) may set aside one hour per week per online class for a virtual office hour. A *virtual office hour* enables faculty to hold office hours online by using technology.
 - Librarians not teaching an online course may schedule one virtual office hour of their total office hours per week requirement.
 - Virtual office hours benefit students in online courses as well as students whose work and or school schedules conflict with the faculty member's face-to face availability. Virtual office hours also allow faculty to enact more flexibility by making themselves available later in the evening or on weekends when many students are actually working on course assignments and have questions.
 - Librarians are required to clearly establish their virtual office hour schedule within the Learning Management System and inform students and their immediate supervisor.

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.

Online Course Delivery

- The maximum number of online courses that can be taught by a full-time faculty member (9-Month or 12-Month) is 3 sections per semester. Hybrid courses are excluded from this restriction as they are counted as face-to-face courses in determining 9-Month Full-Time Faculty course load.
- Exceptions to the number of online courses offered by a full-time faculty member will be assessed by the department chair/dean and may be adjusted based on employee workload, difficulty of course content, and College need. The following are examples of circumstances where permission might be granted to exceed the 3 sections of online per semester limit:
 - The program in which the faculty member is teaching is currently offering most of its courses in the online format.
 - The faculty member is hired specifically for instruction primarily through online.
 - The need for online courses in a discipline/department in a given semester for best service to students warrants greater online responsibility for faculty.
 - The face-to-face load of faculty is reduced by other factors such as Release Time for special assignments or projects.
 - The department chair and dean have selected to use predominately online instruction to serve within a specific semester coverage of courses to provide continuation of faculty instructional load for medical, military, or other appropriately approved circumstances. The utilization of greater or all-online instruction by a faculty member will be defined clearly for that semester and will not be expected as a continuing load assignment beyond the semester approved.
- All faculty are credentialed to teach at BRCC by the department chair and dean and approved by the VCASA. In addition, faculty teaching online must complete eLearning training offered by the Director of eLearning, Division of Innovative Learning and Academic Support. Faculty

with other eLearning training or experience obtained outside of BRCC may receive permission to teach online if approved by the department chair, dean, and Director of eLearning.

- Courses delivered via online will initially and periodically be assessed for adherence to the College's standards for eLearning by the Director of eLearning. Department chairs and deans will actively monitor online courses for quality and will ensure that the College's mission and mission of the academic unit are not compromised. Quality in instruction encompasses, but is not limited to the following: punctuality in feedback to students, accuracy and equity in grading criteria, use of online delivery system, discussion board interaction, organization and relevancy of course content, and adherence to course syllabus. BRCC students evaluate all courses and faculty using the Student Evaluation of Courses that is part of the annual Faculty Performance Evaluation. Ineffectiveness and/or noncompliance with eLearning standards may result in termination of appointment as an online instructor.

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.
- Faculty members are expected to perform all full-time responsibilities with no degradation or reduction of quality resulting from the overload.
- Compensation for overloads is paid separately from the full-time contract. Overloads are paid at the adjunct rate per credit/contact/TLE hour as determined by the VCASA.
- It is sometimes necessary for a 9-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/contact/TLE hours above the full-time load. If the faculty member has a split overload in a fall or spring semester, the faculty member may teach up to two overload courses in addition to the split overload.
- 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.
- Twelve-Month Full-Time Faculty are typically excluded from overloads as they are contracted to work 40 hours per week year round. Overloads for 12-month full-time faculty will be determined by the dean and approved by the VCASA.
- The following limits apply:
 - All courses used to calculate overload pay shall have a minimum number of students as determined by the dean and approved by the VCASA.
 - *Low enrollment overload* is an overload assignment for a course that does not have adequate enrollment numbers where the faculty member agrees to teach at the per student rate as determined by the VCASA and Vice Chancellor of Finance and Administration.
 - Nine-Month Full-Time Faculty may accept overloads each fall and spring semester not to exceed 21 total contact hours in the classroom. Exceptions to the 21 contact hours-ceiling under exceptional circumstances may be granted by the dean and VCASA.
 - Courses taught simultaneously/concurrently do not count towards overload pay.

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 must be approved by the dean and the VCASA.

Compensation for Extra Services

- *Compensation for Extra Services* is a lump sum amount (typically paid in increments) to a faculty member for extra services that are temporary and above their required workload or outside the scope of their normal duties. Compensation for extra services requires a written job description/description of job expectations and the deliverable(s) must be documented. Work done on a special assignment to benefit the College is an example of extra services work.
- Full-time faculty working on special assignments may receive service points in lieu of extra services compensation as stated in the Faculty Performance Evaluation. Faculty are not allowed to be paid for extra services and receive service points.
- An extra services contract requires administrative approval from the dean, Vice Chancellor and/or Chancellor.

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 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 dean and is typically limited to no more than 9 credit hours or 14 contact hours for each regular fall and spring semester. The course load of an adjunct in a fall or spring semester is cumulative (course load is the sum of full and parts of a semester) and should be kept below the course load of a 9-month full-time faculty member.
- The course load of adjunct faculty member for the summer semester is determined by the department chair/dean and is typically 9 credit hours or no more than 14 contact hours for the full summer semester or any parts of a summer semester. The summer course load is per semester or per part of term and is not cumulative. Exceptions to summer adjunct faculty member course load are determined by the dean.
- Although adjunct faculty are not required to hold regular office hours, they are expected 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/contact hour/TLEs.

Teaching Privileges for Administrators and Professional Staff

- Administrators and professional staff members serving in an adjunct capacity, may teach up to two courses each semester with approval from the individual's immediate supervisor, dean, vice chancellor for the area, and the VCASA. 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.

- Administrators and professional staff members are expected to perform 100% of their regular job duties with no degradation or reduction of work hours or quality resulting from the teaching privileges.
- This employment will constitute extra work for extra pay and will be compensated at the College's adjunct rate.

III. POLICY AUDIENCE

The audience for this policy includes 9-Month Full-Time Faculty; 12-Month Full-Time Faculty; Department Chair/12-Month Employee, Librarian/12-Month Employee, 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. BRCC employs an adequate number of faculty members to support the mission and goals of the College and to ensure curriculum and program quality, integrity, and review.

V. POLICY DEFINITIONS

- **100% workload for 9-Month Full-Time Faculty** is equivalent to a 40-hour work week (and may include Saturday) for the contract year (fall and spring semesters); and includes instructional and non-instructional responsibilities, and performing duties as outlined in the Faculty Job Description as determined by the Dean.
- **Nursing and Allied Health 9-Month Full-time Faculty workload** is equivalent to a 40-hour work week but, different from non-nursing 9-Month Full-time Faculty, Nursing and Allied Health 9-Month Full-time Faculty are required to teach a minimum of 13 contact hours and a maximum of 19 contact hours each semester.
- **100% workload for 12-Month Full-Time Faculty** is equal to a 40-hour work week (and may include Saturday) for the contract year (fall and spring and summer semesters); and includes instructional and non-instructional responsibilities, and performing duties as outlined in the Faculty Job Description and as determined by the Dean.
- **100% workload for Librarian/12-month employee** is equal to a 40-hour work week (may include Saturday) 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 dean.
- **100% workload for Department Chair/12-month employee** is equal to a 40-hour work week (may include Saturday) 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.

- **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.
- **Teaching Load Equivalencies (TLEs)** may be used in the calculation of course load in cases where the course load does not correlate to formal credit-based teaching; these activities may exceed typical contact hours for instructional activities or may not involve direct instruction but are defined in the context of a hypothetical 3-credit course.
- **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.
- **Low enrollment overload** is an overload assignment for a course that does not have adequate enrollment numbers (typically less than 15 students) where the faculty member agrees to teach at the per student rate
- **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.
- **Compensation for Extra Services** is a lump sum amount (typically paid in increments) to a faculty member for extra services that are temporary and above their required workload or outside the scope of their normal duties.
- **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

The policy is new and is given a new policy number; it replaces the following individual policies: Faculty Overload, Policy Number 1.4600, reviewed on 3/14/14; Nursing Faculty Load, Policy Number 1.4620, approved on 7/1/2013; and, Staff Teaching Assignments, Policy Number 1.4360, reviewed on 2/26/14. 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



Larissa Littleton-Steib, Ph.D.
Chancellor

08/31/2018

Date

Effective Date of Policy