

## 308-03 COURSE LOADING—PROCEDURE

### 1. PURPOSE

The purpose of the course loading procedure is to develop loading formulas to ensure that faculty are compensated in a consistent and equitable manner.

### 2. PROCEDURE

#### 1. Loading Formula

One **lecture** hour per week (50 minutes) scheduled for the length of the regular semester, or equivalent is equal to one (1.0) equated load hour.

One **laboratory** hour (50 minutes) (other than Nursing classes) of activity scheduled for the length of the regular semester or equivalent is equal to two-thirds (.6667) of an equated load hour.

For Nursing classes only, one laboratory hour of activity scheduled for the length of the regular semester, or equivalent, is equal to three-quarters (0.75) of an equated load hour.

#### 2. Low Enrollment Loading

Supervision of students enrolled in all types of credit bearing, low enrollment situations (independent study, low enrollment class, special topics, etc.) will be paid at a prorated amount approved by the Vice President of Academic Affairs.

Low enrollment classes may be stacked or grouped together for the purposes of loading and compensation.

Requests for exceptions to low enrollment loading rules must be made in writing by the Department Chair and submitted to the Dean. The Dean will then confer with the Vice President of Academic Affairs. The Dean has been authorized to make exceptions to the low enrollment rules.

### 3. BACKGROUND

1. References: none
2. Revision history: 04/02/2002, 06/03/2003, 05/11/2011 (reformatted and revised), formerly Procedure 470.2
3. Legal review: none
4. Sponsor: Academic Affairs

Adopted by College Council: 05/11/2011