



## Procedure 308-02 Instructional Load

Sponsor: Academic and Student Affairs

### Purpose

The purpose of the instructional load procedure is to ensure that loading expectations for faculty are clear and equitable and that the quality of program delivery in the classroom is consistently maintained.

### Definitions

Contact Hour One instructional contact hour is 50 minutes of direct contact with students or the equivalent amount of work in a remote modality (see Procedure 301-03 Assignment of Credit Hours). Two types of contact hours are delineated at CCC:

1. Lecture – This describes instructional contact time that focuses on direct instruction, discussion, and other class activities to help students master conceptual materials. Class preparation, evaluation of student performance, and grading typically take place outside of class time.
2. Lab – This describes instructional contact time that focuses on direct application or practice of concepts and skills. Class preparation typically takes place outside of class time, while evaluation of student performance and grading may take place in class or outside of class.

Clock Hour The standard measurement of work time; one clock hour is 60 minutes of work.

Course – A unique set of educational activities characterized by a particular set of learning outcomes and a defined amount of student and faculty effort, represented respectively by credit hours and load hours. Each course is labeled with a prefix representing the primary subject, a unique number, and a descriptive title. A course may be offered in a variety of formats and modalities, but the learning outcomes and amount of effort involved are assumed to remain constant across formats and modalities.

Full-Time Equivalent (FTE) – One instructional FTE is considered to be 15 instructional load hours per fall and spring semester for a total of 30 instructional load hours each academic year. Consequently, each load hour is 1/15 (.067) FTE.

Load Hour A load hour represents the amount of weekly work equivalent to one contact hour of direct instruction plus one hour of class-related activities (preparation, grading, etc.) per week for a sixteen-week class or an equivalent amount of work for an online or hybrid class.

Release Time Release time refers to a reduction in load for a full-time faculty to offset the time taken by assignments outside of the normal faculty duties and is given in increments of one load hour for every 32 clock hours of non-teaching work per semester.

Section An individual instance of a course offered at a specific day, time, and modality. Sometimes referred to as a “class,” each section is associated with a unique faculty and set of students. The section inherits its characteristics (learning outcomes, credit hours, load hours, etc.) from the course of which it is an instance.

## Procedure

### Calculating Load Hours

Instructional (teaching) load is based on two underlying assumptions:

1. The teaching work of a faculty consists of both direct contact with students and preparation/grading/evaluation, and
2. Each instructional load hour consists of approximately 2 hours of total work per week during a 16-week semester (or a corresponding amount in a shorter period, e.g., 4 hours per week in an 8-week term).

Instructional load is related to the Carnegie unit, which establishes minimum standards for how much credit is awarded to students for their coursework; lecture and lab contact time is determined during the curriculum development process based upon expectations for student work (see Procedure 301-03 Assignment of Credit Hours). It is common practice in higher education to weight lab contact time slightly less than lecture contact time for purposes of calculating faculty load.

In keeping with this practice, instructional load at CCC is calculated as follows for all courses except those in Nursing and Allied Health:

$$\text{Load Hours} = (\text{Lecture hours} * 1.0) + (\text{Lab hours} * 0.7)$$

For Nursing and Allied Health courses, instructional load is calculated as follows:

$$\text{Load Hours} = (\text{Lecture hours} * 1.0) + (\text{Lab hours} * 0.75)$$

For example:

| Course  | Credit Hours | Lecture Hours | Lab Hours | Calculation              | Load Hours |
|---------|--------------|---------------|-----------|--------------------------|------------|
| ENG 101 | 3            | 3             | 0         | $(3 * 1.0) + (0 * 0.7)$  | 3          |
| ART 110 | 3            | 1             | 5         | $(1 * 1.0) + (5 * 0.7)$  | 4.5        |
| CHM 130 | 4            | 3             | 3         | $(3 * 1.0) + (3 * 0.7)$  | 5.1        |
| CTM 123 | 3            | 2             | 2         | $(2 * 1.0) + (2 * 0.7)$  | 3.4        |
| NUR 116 | 7            | 5             | 7         | $(5 * 1.0) + (7 * 0.75)$ | 10.25      |

Except in the case of variable-credit courses such as internships and special topics courses, all sections of a course have the same number of credits and load hours associated with them.

### Prorating Instructional Load for Low Enrollment

The College balances its support for the benefits of small class sizes with the need for fiscal sustainability. On average, each new section that the College offers requires an enrollment of 12 students to ensure that the added cost of instruction is covered by additional tuition revenue. Consequently, instructional load (and the compensation associated therewith; see Procedure 444-02 Compensation) is prorated for sections with fewer than 12 students unless a specific exception is made by the Provost in consultation with academic and student affairs leadership. In general, exceptions are made (i.e., classes are designated as “must carry” and therefore are not prorated) for one of the following reasons:

1. The section is required for students to graduate, and there is not a reasonable alternative.
2. The section includes students from partner organizations, such as CAVIAT, for whom there is not a reasonable alternative.
3. The section is part of a program of study, location, time, or delivery modality that is being intentionally cultivated with the expectation of lower initial enrollments.
4. The section is part of the minimum annual load of a full-time faculty.

Load hours will be prorated for internships, externships, independent study, and special topics courses in all cases, including when they are used to meet the minimum annual load of a full-time faculty.

The opportunity to teach a prorated class will be offered in writing to a faculty no less than one week prior to the start of classes. The offer will contain information about how pay will be determined. The offer may be declined by the faculty. Load hours for a prorated section will be estimated one week prior to the start of classes to assist with payroll setup. Final load hours for a prorated section will be calculated based upon the number of students enrolled once the adjustments made during the standard add/drop period have been finalized by Registration & Enrollment Services (typically at the end of the second week of the class). Final load hours for prorated sections may be higher or lower than the original estimates, and compensation will be adjusted accordingly.

#### Load For Partial Instructional Assignments

When responsibility for a section is split among multiple faculty, the load hours for each will be adjusted proportionally (e.g., a faculty responsible for 50% of the section will receive 50% of the load hours). Likewise, load hours for a faculty who discontinues teaching a section or assumes teaching responsibility for a section partway through the term will be adjusted proportional to the percentage of the section that they taught (e.g., a faculty who departs after 4 weeks will receive 4/16 (25%) of the load hours while the faculty who takes over the section will receive 12/16 (75%) of the load hours for the section). If a faculty has been overpaid as the result of a premature departure, they will be responsible for repaying the College the difference between their actual load hours and the load hours for which they were paid.

#### Clock Hour & Noncredit Instruction Equivalencies

Noncredit instruction and other assignments measured by clock hours may be included as part of the normal instructional load of a full-time faculty. Noncredit instruction and preparation/evaluation are typically tracked on an hourly basis. Each instructional load hour (2 hours of work per week for 16 weeks) is equivalent to 32 clock hours of other assignments, including noncredit instruction and preparation. To assist in load calculations, the following table illustrates equivalencies between load hours and clock hours.

| <b>Load Hours</b> | <b>Clock hours of noncredit instruction or other assignments</b> |
|-------------------|--|
| 1                 | 32   |
| 2                 | 64   |
| 3                 | 96   |
| 4                 | 128  |
| 5                 | 160  |
| 6                 | 192  |

#### Full-time Faculty

1. *Full-time Faculty Weekly Accountability:* Full-time faculty have a minimum weekly accountability of forty (40) hours during the typical contract period (fall and spring semesters). This includes instructional load (classroom teaching, classroom preparation, and grading/evaluation), office hours, committee work, and other duties to fulfill all aspects of the faculty job description. As a general rule, full-time faculty spend approximately 30 hours per week in teaching and teaching-related activities, five hours per week for office hours and student advising, and five hours per week for committee work and other duties. Faculty teaching online are expected to meet these

same obligations. Because class schedules and other commitments vary widely among faculty, there is no standard expectation for work days or hours; full-time faculty should meet their weekly accountability in a way that best fits their needs and the needs of their students and enables them to effectively serve the College. Full-time faculty shall respond to students in a timely fashion in accordance with expectations outlined in their syllabi.

2. *Full-time Instructional Load:* Full-time faculty shall be accountable for thirty (30) load hours of teaching and release time per academic year, as assigned by the full-time faculty's supervisor(s). Typically, this will consist of fifteen (15) load hours in fall semester and fifteen (15) load hours in spring semester. Instructional loads may consist of a mixture of credit and noncredit instruction as needed by the College. Any full-time faculty not teaching the regular thirty (30) load hours in an academic year, including those whose summer sections are canceled, must have a written justification approved by the dean and the provost and will receive additional assignments for which they are qualified to offset the instructional load reduction or elect to accept a reduction in their total annual compensation equal to their part-time faculty pay rate times the number of load hours they fall short.
3. *Full-time Instructional Load Flexibility:* A full-time faculty may teach less than or more than fifteen (15) load hours in one semester as part of their minimum instructional load with approval from their instructional dean provided that they teach a total of thirty (30) load hours in the academic year. Up to nine (9) of the required load hours may be taught in a summer term as part of the preceding year's regular instructional load with permission of the appropriate instructional dean and the Provost. An addendum to the faculty contract will be required whenever a full-time faculty's regular load includes summer courses. A faculty not teaching any load hours in a fall or spring semester must have a written justification approved by the Dean and the Provost in advance.
4. *Full-time Faculty Load Limits:* To preserve instructional quality and reduce faculty burnout, total instructional load in excess of 1.5 FTE (22.5 load hours) in a semester is not allowed without a written agreement that includes the faculty, their Dean, and the Provost. Full-time faculty teaching in excess of 15 load hours in a semester are still expected to meet their other non-teaching obligations.
5. *Full-time Faculty Overload:* Full-time faculty may elect to teach additional load hours once normal instructional load requirements are met but are not obligated to do so. Full-time faculty who teach for the College beyond their minimum annual obligation are considered to be part-time faculty while fulfilling their additional teaching assignments (see below for expectations of part-time faculty). If a full-time faculty teaching overload has a mix of prorated and non-prorated classes, the classes that can be prorated will be considered their overload assignment and overload hours will be reduced proportional to the class enrollment(s). If a prorated class is partly included in the minimum full-time load obligation, only the portion above the minimum load obligation will be prorated. Overload assignments are not guaranteed.
6. *Full-time Faculty Release Time:* The College values the teaching expertise of its full-time faculty and places priority on their instructional work. Release time for certain assignments and special projects may be authorized by the provost in consultation with instructional deans. Each load hour of release time is equivalent to approximately 32 clock hours of work over a semester or two clock hours per week spent in non-teaching assignments. Release time for an individual faculty will not exceed 12 load hours per academic year (40% of their annual accountability); total release time college-wide will not exceed 10% of the total combined non-overload hours of all full-time faculty. Any exceptions must be approved by the President, Provost, and Executive Vice President of the College. Release time counts toward the total instructional load of a full-time faculty. The following assignments carry a standard amount of release time:

- a. *Lead Faculty*: 12 load hours of release time annually
  - b. *Faculty Senate President*: 6 load hours of release time annually
7. *Full-time Faculty Assignments*: Teaching assignments may include alternative delivery methods, evening and weekend sections, and multiple sites to meet the needs of the College and its students. Recognizing the size of the College's service area, assignments that require significant travel should take into consideration the faculty's other obligations, and other obligations will be adjusted as needed. A full-time faculty who has been given an assignment that they are unable to fulfill may ask for a review of the assignment by the Dean and Provost.
8. *Office Hours*: In a 16-week term, a full-time faculty with a full instructional load is expected to provide five office hours per week (one office hour for every three load hours). When taking advantage of instructional load flexibility as described above, office hours follow the instructional load. For example, a faculty teaching 18 load hours in fall semester and 12 load hours in spring semester is expected to provide six office hours per week in the fall and four office hours per week in the spring. Likewise, a full-time faculty shifting some of their load to the summer term will provide office hours commensurate with their instructional assignment in summer term.
9. *Committee Work & Other Assignments*: Shared governance requires active involvement of full-time faculty in the work of the College beyond their teaching and work with students. Full-time faculty are expected to contribute an average of approximately five (5) hours per week to committee work, meetings, external engagement, and/or other College-related work during the typical contract period (fall and spring semesters). Because the majority of committee work occurs in fall and spring semesters, a full-time faculty who shifts some of their load to summer term is still expected to fulfill their normal weekly accountability for committee work and other assignments during fall and spring terms as described above. Full-time faculty will work with their instructional dean to plan their committee work and other obligations to ensure that the needs of the faculty and needs of the College are met. Full-time faculty should serve on a minimum of one committee at any given time but may be authorized by their supervisor to temporarily forgo committee service if given another equal assignment. When a committee vacancy needs to be filled by a full-time faculty, the committee chair will ask the Faculty Senate to send out a vacancy announcement. The Faculty Senate will collect the names of interested faculty and send them to the instructional deans for consideration. The instructional deans will assign a faculty to fill the committee opening, considering how the assignment fits with the faculty's total workload, and inform the Faculty Senate.
10. *Participation in Required Department, Division, & College Meetings and Events*: As part of their committee work and other assignments, full-time faculty are expected to participate in required meetings unless they are scheduled to teach at the time a particular meeting is held. Absence from required meetings due to conflicts other than scheduled teaching require advanced approval from the instructional dean.
11. *Full-time Faculty Contract Length*: The typical contract period for full-time faculty spans fall and spring semesters and includes 169 College business days plus weekends and College breaks and holidays. Faculty contract start and end dates and a schedule of College business days, breaks, and holidays are published by Human Resources. Faculty who are approved to shift their teaching loads are still responsible for fulfilling their obligations during the typical contract period unless a sabbatical or leave of absence is approved.

#### Part-time Faculty

1. *Part-time Faculty Weekly Accountability*: Part-time faculty have a minimum weekly accountability of two hours of work for every load hour during a 16-week class or the corresponding weekly amounts for shorter classes (e.g., 4 hours of work per load hour in an 8-week class). This includes

teaching, preparation, student consultation, and other duties to fulfill all aspects of the part-time faculty job description. Faculty teaching online are expected to meet these same obligations. Because class schedules and other commitments vary widely among faculty, there is no standard expectation for work days or hours; part-time faculty should meet their weekly accountability in a way that best fits their needs and the needs of their students and enables them to effectively serve the College. Part-time faculty shall respond to students in a timely fashion in accordance with expectations outlined in their syllabi.

2. *Part-time Instructional Load:* Part-time faculty are limited to no more than 19 clock hours of total work per week at any point in time. Each load hour for a part-time faculty counts as two clock hours of weekly work during a 16-week class, four clock hours of weekly work in an 8-week class, etc.. Exceptions can be authorized for a single semester/term in an academic year by the appropriate instructional dean, but exceptions beyond a single semester/term will be very rare and can only be authorized by the Provost in consultation with Payroll and Human Resources.
3. *Compensation* – Part-time faculty will be paid at the appropriate part-time faculty rate based upon the cumulative load hours they have taught for the College. Payments are disbursed during the semester in which the course is taught. Compensation for prorated sections will be reduced in proportion to the reduced load hours (e.g., a section with 9 students will only receive 9/12 of the load hours and corresponding pay).
4. *Arizona State Retirement System:* Part-time faculty authorized to work more than 19 hours per week for 20 or more weeks in a fiscal year will be required to contribute to the Arizona State Retirement System, which will decrease their take-home pay. Per ASRS requirements, contributions will begin during the first pay period in which the intent is that the employee will reach ASRS eligibility during the fiscal year. Hours paid for other approved assignments or non-instructional college work, as recorded either on a timesheet or PAF, will be documented and counted toward ASRS eligibility.
5. *Office Hours:* A part-time faculty is expected to be available to meet as needed with the students in their class(es) as part of their total work obligation.
6. *Part-time Faculty Assignments:* The part-time faculty's supervisor(s) may assign them to teach at any location within the District and in any delivery modality that best utilizes the faculty's abilities in meeting the needs of students and the College's mission.
7. *Participation in Required Department, Division, & College Meetings and Events:* Part-time faculty are expected to participate in required meetings as part of their teaching agreement unless they are scheduled to teach at the time a particular meeting is held. Absence from required meetings due to conflicts other than scheduled teaching require advanced approval from the corresponding lead faculty. Most department, division, and college meetings are optional for part-time faculty; required meetings will be clearly identified in advance.

#### Staff

1. *Faculty Status* – Appropriately qualified staff who teach for the College are considered to be part-time faculty while fulfilling their teaching assignments (see above for expectations of part-time faculty).
2. *Approval to Teach* – All staff must have the approval of their regular supervisor(s) in advance to teach courses for the College. Teaching responsibilities must not in any way interfere with the performance of the staff member's regular duties. If teaching is interfering with the performance of the staff member's regular duties, the supervisor may require the staff member to reduce or eliminate their teaching.
3. *Staff Teaching Load Limits* – Full-time staff teaching for the College are subject to the same load limits as full-time faculty (i.e., no more than 1.5 FTE between their non-teaching and teaching

assignments). Part-time staff teaching for the College are subject to the same weekly hour limits as part-time faculty (i.e., no more than 19 hours of work per week without authorization by the provost in consultation with Payroll and Human Resources).

4. *Compensation* – Staff teaching classes will be paid at the appropriate part-time faculty rate based upon the cumulative load hours they have taught for the College. Payments are disbursed during the semester in which the course is taught. Compensation for prorated sections will be reduced in proportion to the reduced load hours (e.g., a prorated section with 9 students will only receive 9/12 of the load hours and corresponding pay).
5. *Full-time, Exempt Staff* – As long as they receive approval from their regular supervisor, exempt (professional/administrative) staff may teach for the College.
6. *Full-time, Non-exempt Staff* – Based on the Fair Labor Standards Act, full-time non-exempt (classified) staff are required to receive compensation at time and one-half for working above forty (40) hours a week. Consequently, they are only eligible to teach if the total payment for the class can be demonstrated on an hourly basis to be equal to at least 1.5 times their normal hourly rate.
7. *Part-time Staff* – Part-time staff may teach for the College with supervisor approval as long as the total combined hours worked each week do not exceed approved thresholds (19 hours per week under normal circumstances, 20 hours or more with appropriate approvals).
8. *Scheduling Teaching Assignments* – Part-time faculty supervisors shall consider the other obligations of a College staff member when making teaching assignments. If the teaching assignment occurs during the employee's normal workday, it must be accommodated through a flexible scheduling arrangement, use of vacation time, or leave without pay as approved by the staff member's regular supervisor.
9. *Teaching as Part of Regular Duties* – Employees who have teaching as part of their normal job descriptions will not receive additional compensation for teaching the classes that are defined as a job responsibility.

### References

Procedure 301-03 Assignment of Credit Hours  
Policy and Procedure 308 Instructional Loading  
Procedure 444-02 Compensation

### Procedure History

|            |   |
|------------|---|
| 05/1997    | New   |
| 04/02/2002 | Revised   |
| 05/11/2011 | Reformatted and Revised (formerly 470.1 Contractual Loading Requirements Procedure) |
| 05/18/2016 | Revised and Approved by College Council   |
| 03/30/2021 | Revised, Renamed (Contractual Loading) and Approved by Executive Leadership Council |

### Legal Review

None