

308-02 CONTRACTUAL LOADING REQUIREMENTS—PROCEDURE

1. PURPOSE

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

2. PROCEDURE

1. Full-time Faculty Assignments

The Dean may assign a full-time instructor to teach at any campus/site/extension within the District during the contract year that best utilizes the instructor's teaching/academic talents and skills in meeting the College's mission.

2. Full-time Faculty Loads

Full-time faculty shall be accountable for thirty (30) load hours of teaching and release time responsibilities per academic year, as assigned by the Dean.

Following approval from the Dean, an instructor may teach less than or more than fifteen (15) load hours per semester provided that the instructor teaches a total of thirty (30) load hours in the academic year.

3. On-line Teaching Assignments

Faculty hired as full time contract instructional faculty should not teach more than nine (9) online load hours per semester. Exceptions may be made if teaching more than nine online load hours per semester will benefit the programmatic needs of the college and will not cause a disruption to the work flow of the college.

Faculty teaching online courses are responsible for meeting the out-of-class on-campus responsibilities outlined in the full time faculty job description. Exceptions to the nine load hour limit must be reviewed and approved by the Dean and then forwarded to the Vice President of Academic Affairs for review and approval.

3a. Full-time Faculty On-line Instructors

On occasion, a fulltime faculty may be contracted to teach fully online. The responsibilities of this special classification of instructor is spelled out in the Faculty member's contract.

4. Full-time Faculty Hours per Week

Full-time faculty have a minimum weekly accountability of forty (40) hours. This includes classroom teaching, classroom preparation, committee work, office hours, student advising and other duties to fulfill all aspects of the faculty job description.

5. Full-time Faculty Duty Days

Full-time faculty are accountable to work 169 duty days in an academic year. A schedule of required duty days is established annually by the Director of Human Resources and does not include weekends, Spring Break, college holidays, or the December Winter Break.

6. Overload

Any load in excess of thirty (30) hours in an academic year will be paid at the prevailing overload rate. Overload payments are paid with a pay addendum during the semester in which the overload is taught.

In the event a class is canceled due to low enrollment and overload had been granted, the primary contractual load takes precedence and overload will not be granted.

Any faculty not teaching the thirty (30) load hour minimum per academic year must have written justification approved by the Dean and then approved by the Vice President for Academic Affairs.

7. Release Time and Special Projects

Release time and special projects may be granted by the Vice President of Academic Affairs.

Faculty members who accept special projects in addition to full time load may also be compensated with a stipend, at the discretion of the Vice President of Academic Affairs.

8. Part-time Faculty Loads

Part-time faculty will not teach more than nine (9) load hours in a regular 16-week semester, nor more than four (4) load hours per summer session, not to exceed 8 hours during the summer. During summer sessions, part-time faculty who teach more than three (3) load hours per five week session, four (4) load hours per 8 week session, or six (6) load hours per 10 week session will be determined to have worked at least 20 hours on average per week during their term of summer employment. Other combinations of summer hours may also result in average hours per week of 20 or more. If a part-time faculty member plans to teach more than nine (9) load hours in either fall or spring of the upcoming academic year, then his or her summer schedule must be carefully reviewed or approved by the appropriate Academic Dean to avoid unintended Arizona State Retirement System (ASRS) liability.

Under extenuating circumstances, exceptions may be granted by the appropriate division Dean in conjunction with the Vice President of Academic Affairs. However, in no case will load hours exceed twelve (12) per semester or twenty (20) load hours during the regular academic year (fall and spring semesters). The appropriate department(s) and the employee will contribute to ASRS for Part-Time Faculty teaching in disciplines that create 10 load hours per term for fall and spring semesters or when a combination of summer employment and either Fall or Spring load results in an employee being engaged to work for at least 20 weeks at an average of 20 hours or more per week. These Part-Time Faculty will also make appropriate contributions into ASRS, which will have an impact on net 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 college work, as recorded either on a timesheet or PAF, will be documented and counted towards ASRS eligibility.

9. Part-time Faculty Hours per Week
For purposes of determining hours worked per week, each load hour includes both an hour of classroom teaching time and an hour of out-of-class work over a 16 week period, or 32 hours of work per load hour in the case of short courses. Out-of-class work may include preparation for class, meeting with students, grading, etc. Part-time faculty work hours are set in order to meet the State requirements for part-time, non-benefit, non-retirement eligible employees.

10. Classified/Administrative/Professional Employees
Administrative/Professional (exempt) employees are encouraged to teach classes. They may teach one class or one workshop each fall, spring, and summer session. Compensation for teaching a class will be in accordance with the part-time faculty pay schedule.

Based on the Fair Labor Standards Act, full-time regular classified (non-exempt) employees are required to receive compensation at time and one-half for working above forty (40) hours a week; therefore 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 time and one-half their normal hourly rate.

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 employee's supervisor.

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.

3. BACKGROUND

1. References: none
2. Revision history: 05/1997, 04/02/2002, 05/11/2011 (reformatted and revised), formerly Procedure 470.1, 05/18/2016
3. Legal review: none
4. Sponsor: Academic Affairs

Adopted by College Council: 05/18/2016

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