

CP 5.1.14

Faculty Teaching Loads and Overload Pay

Related Board of Trustee Policy: BP 5.1.14

Responsible Official Vice President for Learning and Student Services

Approvals 8/25/16

Revision 11/12/2020

Procedure

1. MTCC full-time faculty will be assigned acceptable teaching loads consistent with other community colleges: 18 credit hours or 24 contact hours. Cooperative Education/Apprenticeship is handled by the Cooperative Education Director and is not calculated into the teaching load.

Because of the team-teaching nature of the Allied Health and Cosmetic Arts programs, those faculty members are expected to teach 288 – 336 contact hours per semester.

Department Chair/Program Coordinator loads are reduced by one course equivalent.

2. Full-time faculty members will be asked to teach loads using the formula above in most instances. Assignment of teaching loads will take into account number of preparations class size, departmental responsibilities, and extracurricular assignments that have been approved by administration. In cases where faculty teaches two classes at the same time (typically in a lab situation), only one class will be counted for load consideration. Loads will be evaluated first by credit hours. If the faculty does not meet the minimum credit hour load, then the load will be evaluated by contact hours.

For example, if a faculty member's teaching load is 15 credit hours and 24 contact hours, that individual meets the standard for contact hours.

3. If a teaching overload is accepted by the faculty member, then he/she will be compensated for the additional hours based on the method by which the full time load was determined in 1 above.

For example, if a faculty member is deemed "full-time" using the credit hour method, then overload begins with the 19th credit hour. Likewise, if the faculty member is deemed "full-time" using the contact hour method, overload begins at the 25th hour. In all cases, overload pay will be at the hourly rate determined by institutional salary plan for adjunct faculty.

4. Under unusual circumstances of institutional financial difficulty, faculty and qualified staff may be asked to teach an additional course per semester without compensation.
5. Faculty are required to maintain a minimum of 5 office hours per week for student advisement and consultation (See Faculty Office Hours procedure) and to accomplish other responsibilities and duties as assigned (See Faculty role and Responsibilities procedure). Faculty are expected to be on campus a minimum of 30 hours of a 40 hour work week with the understanding that class preparation and grading can be done off campus.

6. To comply with state dual employment regulations, no faculty members shall be allowed to take leave and be compensated for teaching in other areas of the College. Faculty will seek approval of immediate supervisor before accepting additional teaching assignments in other areas of the College to insure that it will not interfere with normal work responsibilities. Only documented instances of an over load shall justify additional compensation.
7. To comply with state secondary employment requirements (See Secondary Employment Policy / Procedure), all instances of secondary employment (other areas of the College or outside agencies) should be disclosed in writing to immediate supervisor and sent to Human Resources for approval. This disclosure should include specific schedule requirements, etc., so that a determination may be made whether the secondary employment interferes with primary job responsibilities.
8. Because of the restrictions placed upon the institution by the Affordable Care Act, part-time instructors are limited to twenty-nine (29) instructional units per week in class as a maximum load. Part-time faculty will be assigned course loads using the following formula:
 - a. Lecture Hours 2.25:1 ratio
 - b. Lab/shop/clinical 1:1 ratio
 - c. Continuing Education 1.25:1 ratio
 - d. Basic Skills 1:1 ratio
 - e. Cooperative Education/Apprenticeship shall not be assigned to part-time faculty.
9. Full time faculty will be compensated with a \$100.00 stipend for each independent study course taught.