

**Category:** Academic

**Division:** Instructional Services

**Department:** Instruction

**Policy Title:** Faculty Assignment

**Policy Statement:** The faculty assignments within the academic work week will be allocated to assigned courses, office hours and on-campus hours, preparation time, institutional service, and attendance at appropriate meetings and community service activities. Individual faculty members will work with their instructional administration to determine their assignment and responsibilities each semester.

**Procedures:** Any teaching assignment over the normal load (as established in the Negotiated Agreement) will be paid at the overload rate. Non-teaching assignments will be compensated per college policy (by hourly, stipend or flat-rate). All teaching assignments over the normal load in a term must be approved by the Vice President for Instruction and Student Services. Faculty may be assigned a combination of day, evening, or Saturday classes as part of the regular assignment. When credit hours are given for administrative or other “non-teaching” assignments, the expected time-on-task is calculated as two (2) clock hours for every credit hour granted. Class size shall be based upon consideration of factors such as available space, number of lab station, developmental classes, distance learning, etc..., and shall be approved by the Vice President for Instruction and Student Services.

**Contacts:** Vice President for Instruction and Student Services, Dean of Academics and Dean of Technical Education & Workforce Development

**Approved Date:** 7/31/2013

**Policy History:** 7/31/13, 7/1/16

**Keywords:** Faculty Assignment

**Related Form:** NONE