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| Workload, Full-Time Faculty Policy | Policy Number | 2.18 |
| | Effective Date | September 2, 2008 |

1.0 POLICY & PURPOSE

Laramie County Community College has established workload requirements that allow for full-time faculty members to fulfill their teaching duties, as well as other College obligations. Specific guidelines related to workload requirements are outlined in further detail in the accompanying procedure.

2.0 REVISION HISTORY

Revised on: 10/19/95, 10/9/97 (Reduction in faculty teaching load from 30-32 to 30 equated credit hours per academic year became effective academic year 1997-98), 4/21/03, 9/2/08

3.0 PERSONS AFFECTED

Person affected by this policy are all full-time faculty members.

4.0 DEFINITIONS

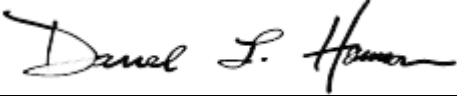
A. Instructional Teaching Terms

- 1) *Advising* – the faculty member’s role in academic planning with students, which includes assistance in course selection and registration, monitoring academic progress and degree planning.
- 2) *Assessment* – the on-going process to provide information about student achievement and performance and program effectiveness, in order to make sound decisions about students and programs, and ultimately budget and strategic planning
- 3) *Banking* – the option to hold a semester’s overload pay to offset an expected underload in a subsequent semester during the same contract year.
- 4) *Clinical* – a course in which students provide direct patient care within a clinic setting. An instructor must be available in the facility at all times for supervision and assistance in the provision of direct patient care, and ongoing evaluation of students. The faculty member is also jointly responsible for the quality of care provided to the patient.
- 5) *Contact Hour* – a 50-minute instructional activity in which the student and faculty interact (not necessarily synchronously) to meet specified learning objectives.
- 6) *Contract Year* – normally, an academic year is defined as consisting of the fall semester and the following spring semester of two consecutive calendar years. This typically consists of a 168 day or nine-month contract. If alternative contracts are established, the academic year or contract period shall be as stated within the contract.
- 7) *Credit Hour* – the number of semester credits awarded by the College to a student upon successful completion of a course.
- 8) *Distributed Learning* – an alternative instructional delivery system that offers flexible student access to courses and programs. Modes of delivery include compressed video courses, telecourses, online courses and hybrid courses

- 9) *Independent Study* – a course delivered by a faculty member to a small number of students without assigned class time. Independent study is typically offered only in the following circumstances: there are no other sections of the course offered; there are not alternative courses for the completion of the defined program of student printed in the catalog; the faculty member and Dean determine it essential that the course be made available to students, and the faculty member is willing to become a mentor.
- 10) *Instructional Laboratory* – a course in which demonstrations, exercises, projects, experiments and examinations require direct involvement by the instructor. The instructor is required to be present at all times and provide lectures, demonstrations and evaluations of students.
- 11) *Load Reduction* – Justification for reduced teaching loads may include (but not be limited to) the following:
 - a. Special administrative or other assignments; and/or
 - b. Load reduction in compensation for a teaching overload in an alternate semester.
- 12) *Overload* – simultaneous employment by the College of a full-time employee in a part-time assignment for either instructional or non-instructional duties.
- 13) *Preparation* – an instructional preparation is defined as the number of different courses (not sections) which the instructor teaches within one semester.
- 14) *Stacked* – multiple level/delivery or different classes taught by the same instructor during the same or different time period(s) for the purpose of delivering classes that otherwise wouldn't make due to low enrollment.
- 15) *Teaching Load* – a faculty instructional assignment during the day, evening or weekend, in person or online, as determined by the current course schedule, and approved by the respective dean.
- 16) *Underload* – any teaching load below the standard teaching load of fifteen (15) credit hours per semester.
- 17) *Practicum/Internship/Preceptorship* – a learning experience for the student which requires placement in a community affiliate (health related or business related). The instructor makes periodic visits to the learning site; however, he/she is not required to be present during the entire student learning experience. When the instructor is not present, the student works directly with or under the supervision of an employee of the affiliate.

B. Duties Other Than Teaching

- 1) *Alternative Assignment* – Additional assignments for a faculty member that may be awarded workload credit that are considered over and above typical faculty responsibility. Credit is variable depending on the scope and complexity of the project.
- 2) *Lead Instructor* – A faculty member with release time to coordinate the activities of a large department. The position typically does not supervise other faculty in the department.
- 3) *Professional Development* – an expected component of faculty workload dedicated to continuous growth and development as both instructor and discipline expert.
- 4) *Program Director* – A faculty member with release time to supervise the faculty and the activities of an externally accredited program of study that requires such a position as a condition of accreditation.
- 5) *Reassigned Time* – See *Release Time*.
- 6) *Release Time* – Workload assigned to a special project or committee leadership, with the intent to reduce load assigned to direct instruction.
- 7) *Service to Institution* – An expected component of faculty workload dedicated to serving the college beyond the department in which the faculty member works, or the community at large.

| REQUIRED | NAME/SIGNATURE | DATE |
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| Initiator (Name) | Council for Enhancing Learning & Teaching (CELT) | Jan 2008 |
| Approval by President's Cabinet | | 9/2/08 |
| Approval by President (Signature) |  | 9/2/08 |