



# College of The Albemarle Procedure

## Procedure Number: 3.1.3.1

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**Title: Full-Time Instructional Working Hours and Workload**

**Related Policy: Policy 3.1.3 Employment Classifications and Working Hours**

**Division of Responsibility: Human Resources**

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### Instructional Personnel

Faculty members are professionals who perform numerous tasks to deliver high-quality instruction and champion student success. Faculty members develop, prepare and teach classes; evaluate student learning; assist students in attaining course objectives; create a learning environment for multiple delivery modes; advise students; build relationships through strong communication with students and community partners; participate in departmental, divisional and system-wide activities, committees and work teams; engage in professional development for content and teaching currency; are available to students and supervisors for work-related duties; and perform other duties as assigned or requested. Given the diversity of offerings at the College, there is no single formula for equating the work of all types of instructional personnel.

A teaching schedule shall be assigned to each faculty member prior to the start of each semester. Each instructor shall be available to teach classes as assigned based on the needs of the program and enrollment. Alterations in the assignments may be made to ensure student needs are met, faculty loads are equitable, and efficiency in scheduling is achieved. Changes may be made based on course enrollment, number of course preparations, new course development, and concurrent classes. Changes to a teaching schedule shall be approved by the department chair, program coordinator, or academic dean.

The information that follows is designed to acquaint all professional faculty members with the guidelines and modifying factors which apply to their positions:

1. In general, the workload will be satisfied on an annual average during the full academic year. It will consist of activities included on the job description for full-time instructional employees (faculty).
2. Approval of the faculty members' workloads (including student office hours) shall be the responsibility of the supervising department chair, program coordinator or academic dean and the vice president of learning, with the vice president of learning having final approval.
3. The following guidelines are used in arriving at the combination of activities which will comprise individual workloads:

Instructional category	faculty contact hours:
(a) A.A., A.F.A., A.G.E., A.E., and A.S.	18-20 contact hours per week
(b) A.A.S. and Developmental (lab hours less than 60%)*	18- 20 contact hours per week



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- (c) A.A.S. 20-28 contact hours per  
(lab hours 60% or more)\* week Certificate/Diploma

\*A.A.S. lab hour percentages are computed as follows:  
(The Core Courses for a program of study are identified. Program Core Courses are defined by the NCCCS Curriculum Standards and are the courses which are typically unique to that program of study.)

- i. Total the number of contact hours for all core courses.
  - ii. Total the number of lab hours for all core courses (Clinical hours are specifically excluded)
  - iii. Divide the Total Lab Hours by the Total Contact Hours to arrive at the Lab Hour Percent
4. A faculty member who teaches in two or more instructional categories or for continuing education shall be subject to the contact hour requirements of the category with the lowest required hours provided that at least 25% of the faculty member's load is outside his/her primary assignment(s).
5. Courses with the prefix ACA and/or WBL, or courses below the 100 level are not counted as being outside the faculty member's primary category.
6. On Campus Student Office Hours: No less than eight (8) posted hours per week and during hours when students are present; perform student office hours a minimum of two days each week on campus.
7. Full-time instructional employee members have first priority over adjuncts for teaching summer courses.
8. Other responsibilities of faculty members may include:
  - a. Participation on college committees
  - b. Club advisement
  - c. Adjunct faculty mentoring or coordination
  - d. Program planning (UAP)
  - e. Graduation preparation and attendance
  - f. Participation in Convocation Day and professional development sessions
  - g. Recruitment and other community events to support the College and program areas.
9. The workload of department chairs and program coordinators may be adjusted downward as approved by the academic dean from the above guidelines to recognize



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his or her additional administrative duties over and above the receipt of supplemental pay.

#### Overload Pay

At those times when a full-time faculty member's workload will exceed guidelines listed above on average for the year without an offsetting reduction in the other activities listed in the above guidelines, then he or she may be compensated for the overload contact hours at the adjunct faculty rate. Overload pay will be based on total-instructional hours. Extenuating factors may include number of students taught (at 10% point and student completers), number of preparations, instructional travel that is required of instructor, lab preparations, curriculum development, and distance education variables. Overload pay requires prior approval from the academic dean and the vice president of learning.

#### Underload

Any underload shall be dealt with by adding additional responsibilities to an employee's workload, including non-curriculum courses, as approved by the academic dean and the vice president of learning. Teaching loads may also be adjusted by the College to take into consideration such factors as the use of instructional assistance, team teaching or the use of non-traditional instructional delivery systems. Additions to instructional employee workloads including committee assignments, special assignments, curriculum development of a new program or a new course in a program and/or the complete revision of an existing course or program shall be analyzed by the department chair or program manager.

Legal Reference: 1D SBCC 400.4

June 13, 2023

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N/A

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**Date Approved by President's Leadership Team**

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**Date of Last Review**

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**Date of Last Revision**