



College of The Albemarle Procedure

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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; Division of Learning

I. Instructional Personnel

College of The Albemarle's commitment to student success drives all aspects of academic planning, including faculty workload and scheduling. Course schedules are designed to ensure accessibility, instructional quality, and alignment with student needs. As such, faculty schedules are determined by the College to best serve students and fulfill institutional priorities.

In addition to teaching responsibilities, faculty members are expected to be available on-campus for student assistance, student office hours, meetings, and other professional obligations that contribute to student success and institutional operations. Engagement beyond the classroom - including participation in advising, curriculum development, college activities, and committee work - is an essential component of faculty duties. These responsibilities ensure that students receive the support they need while maintaining the integrity and excellence of the College's academic programming.

Given the variety of offerings at the College and the nature of faculty work, additional flexibility is built into faculty workload requirements. However, it is important to note that full-time faculty employment is based on 40 hours a week.

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.

II. Full-time Workload

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.



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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
(c) A.A.S. (lab hours 60% or more)*	20-28 contact hours per 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:

A minimum of 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. Faculty members must submit an updated instructional workload form every academic term to ensure compliance with teaching and administrative allocations. Forms should be submitted to the supervisor within the first week of classes.

To support availability, current student office hours and instructional schedules must be clearly posted on faculty office doors by the end of the first week of classes utilizing the college wide workload form.



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8. Full-time instructional employee members have priority over adjuncts for teaching summer courses.
9. Other faculty responsibilities and opportunities for engagement may include:
 - a. Participation on college committees
 - b. Club advisement
 - c. Faculty Senate
 - d. Adjunct faculty mentoring or coordination
 - e. Program planning (UAP)
 - f. Graduation preparation and attendance
 - g. Participation in Convocation Day and professional development sessions
 - h. Recruitment and other community events to support the college and program areas.
 - i. Participation in required institutional training, compliance activities, accreditation efforts, and other mandatory professional development as assigned.
10. The workload of department chairs and program coordinators may be adjusted downward as approved by the academic dean from the above guidelines to recognize his or her additional administrative duties over and above the receipt of supplemental pay.

III. 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 and overload contracts may not be issued until annual load is determined. 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.

IV. Underload

Any underload shall be managed 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 coordinator in collaboration with the academic dean, and must be approved by the vice president of learning.



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V. Summer Workload (12-month faculty)

The same guidelines outlined in section II are used to calculate 12-month faculty summer workload.

1. Standardized Calculation Method
 - a. Summer workloads are calculated based on a 10-week term, regardless of actual course length (e.g., 8 weeks or less). Twelve month faculty teaching 8 week courses are still expected to complete their administrative duties for the remainder of the 10 week term.
 - b. $\text{Total Contact Hours (Course)} \div 10 = \text{Weekly Summer Contact Hours}$
2. Example #1 - A.A., A.F.A., A.G.E., A.E., and A.S. (18–20 contact hours/week) Workload
 - a. 3 contact hour course $\times 16$ weeks = 48 total hours
 - i. $48 \div 10$ weeks = 4.8 weekly contact hours
 - b. Full-Time Faculty Load: 4 courses $\times 4.8 = 19.2$ contact hours/week (meets full load)
3. Example #2 - A.A.S. (lab hours $\geq 60\%$), Certificate, and Diploma (20–28 contact hours/week)
 - a. WLD 131: 8 contact hours $\times 16$ weeks = 128 total hours
 - i. $128 \div 10$ weeks = 12.8 weekly contact hours
 - b. Full-Time Faculty Load: 2 courses $\times 12.8 = 25.6$ contact hours/week

Workloads may be averaged across academic terms in accordance with institutional procedure to ensure compliance with annual workload expectations.

VI. Special Considerations

1. 9- and 10- month faculty

Faculty on 9-month or 10-month contracts who teach in the summer will be compensated as adjuncts for courses taught beyond their fall and spring workload.

2. Additional Summer Assignments

Additional projects or duties may be included as part of summer workload calculations. All such assignments must:

- a. Be documented
- b. Receive approval from the appropriate Dean
- c. Receive approval from the Vice President of Learning (VPL)

3. Changes to contractual periods



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Since contract adjustments may be made during summer months and impact teaching load requirements, these will be addressed on a case-by-case basis and must be approved by the Academic Dean and VPL.

VII. Institutional Authority

Nothing in this procedure shall be construed to create a contractual entitlement to a particular teaching assignment, workload, office hours schedule, instructional modality, office location, overload assignment, or summer teaching opportunity. The College reserves the right to assign, modify, or adjust teaching assignments, workloads, schedules, instructional modalities, and related duties based on enrollment, budget, staffing, accreditation requirements, program needs, operational necessity, and other institutional considerations, consistent with Board policy and applicable law.

VIII. Compliance

This procedure shall be administered in accordance with applicable federal and state laws, North Carolina Community College System requirements, and College policies. To the extent any provision of this procedure conflicts with applicable law, regulation, or State Board requirements, those authorities shall govern.

Legal Reference: 1D SBCC 400.4; N.C.G.S. Chapter 115D; Fair Labor Standards Act; ADA; FMLA

June 13, 2023

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Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision