



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DJ-1

Credit Full-time Faculty Workload

APPROVED: July 16, 1980
Year of last review: 2025

REVISED: January 28, 2025

AUTHORIZING BOARD POLICY: DJ

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: To outline guidelines for the assignment of credit full-time faculty*, counselors, and librarians, considering instructional and non-instructional workloads.

PROCEDURE:

I. Definitions

Credit Full-time Faculty: A credit faculty member who is classified tenured, probationary, lecturer, librarian, or counselor

Non-Credit Full-time Faculty: A non-credit faculty member who is classified as either a special program or an adult vocational instructor

Contracted Credit Faculty: A full-time credit faculty member employed in a regular status, on an annual basis.

Contact Hour: A 50-minute instructional activity, such as classroom, laboratory, or clinical/practicum/internship/work experience, in which the student and faculty interact to meet specified learning objectives.

Credit Hour: The number of semester credits awarded by the District to a student upon successful completion of a course. This is usually represented by the second number of the course number.

Non-Instructional Assignment (NIA): A non-teaching assignment, such as working on an externally funded project or a special project for the institution. NIAs may count in the full-time faculty's workload or may count as overloads.

Clock Hour: Workload unit for non-instructional assignments (NIAs) that is paid at the appropriate noninstructional pay rate.

Overload: Any additional instructional or non-instructional assignments above the full-time faculty workload. An overload assignment is considered a part-time assignment and is subject to part-time faculty guidelines. Reference College Procedure DJ-2 *Credit Part-Time (Adjunct) Faculty Workload*.

Academic Year/Contract Period: Normally, an academic year consists of the fall semester and the following spring semester of two consecutive calendar years. This typically consists of a nine-month contract. If alternative or flex contracts are established, the academic year or contract period shall be as stated within the contract.

Concurrent Classes: A class that may have both credit and non-credit students enrolled. These classes count as a single preparation for workload and/or pay purposes.

Independent Study: Faculty supervises a small number of students on a self-directed basis in the pursuit of course objectives. Instructor meets with students periodically but does not meet the class as listed in the College schedule.

An independent study is compensated per student according to the current *Part-Time Faculty Salary Schedule*. Generally, when the optimum is greater than 11, the class may be offered with six or fewer students as an independent study.

***Note:** The word "faculty" denotes instructors, counselors and librarians.

Teaching Assignment: A faculty instructional assignment at various campuses and affiliate locations.

Preparation: An instructional preparation is defined as the number of different lecture courses (not sections) which the instructor teaches within one semester as part of the full-time teaching load.

Non-Traditional Instruction: Courses not taught in the traditional instructor/student classroom, laboratory, clinical rotations at affiliate sites method. This includes, non-classroom self-paced courses, independent study courses, private lessons, etc.

Piggyback course: Multiple sections taught at the same time by the same instructor. The section with the largest number of credit or contact hours is used to determine the workload and/or payment.

Home Campus (full time only): The campus at which the position is budgeted.

II. Procedure Statement:

- A. The District must utilize the available resources to meet its objectives. In this regard, the District may employ full-time faculty for both instructional and non-instructional assignments.
- B. When applicable, the College Procedure DJ-2 *Credit Part-Time (Adjunct) Faculty Workload* shall be utilized to determine overloads of full-time faculty members.
- C. Total faculty responsibilities as a full-time employee of the College assume a 40-hour workload under TASB Policy DJ (Local) *Workload*.
- D. Full-time faculty members may be assigned a combination of instructional and/or non-instructional assignments based on the following:
 1. Hours assigned above the maximum should be in accordance with the established limits in the College Procedure DJ-2 *Credit Part-Time (Adjunct) Faculty Workload* and are considered as overloads.
 2. The full-time teaching load will typically include teaching classes five days a week (Monday through Friday and either face-to-face or virtual offerings) unless faculty agree to teach 6 or 7 days a week. Full-time faculty schedules may include a mix of face-to-face, hybrid, or virtual classes. Faculty should be available for office hours virtually Monday through Friday when they are not physically on campus. Each full-time faculty member will keep 10 posted office hours per week, at least five of which are required to be in-person in their office or at sites approved by the Dean/AVP (e.g. labs), and five that may be conducted virtually.
 3. Full-time faculty may be expected to work morning, afternoon, evening, night, weekend, and/or off-campus sites with consideration given to all of the following:
 - a. College and division need
 - b. Instructor preference
 - c. Accreditation requirements
 - d. Off-site availability
 4. A schedule consisting of an evening class(es) followed by an early morning class (es) should only be made with the consent of the instructor.
 5. Except with the consent of the instructor, the assignment of "back-to-back" classes will be kept to a maximum of two consecutive sections.
 6. Consideration will be given to assigning a variety of courses but should not exceed three preparations for each full-time instructor's base load.
 7. Specific workload consideration:
 8. Academic Program Instructors:

- a. A standard maximum assignment of 15 credit or 21 contact hours, per semester or a maximum of 30 credit hours or 42 contact hours per year will be assigned, unless an overload is assigned and paid, or unless the faculty member is on an approved reduced workload. The administrative supervisor will determine the appropriate workload calculations to be used based upon the overall assignment. The two workload formulas (contact or credit hour) cannot be combined in the same semester.
- b. A maximum of three preparations, regardless of workload formulas, is considered within the normal workload. Overload courses are not considered in determining preparations. A preparation is any lecture course of three credit hours or greater, except for all English as a Second Language courses, which will be considered as one prep. A workload teaching assignment of four preparations is considered an exception and must have the approval of the Vice President of Instruction and Workforce Education. However, an instructor may request an exception to compensation for a fourth preparation within the regular load and receive approval from the Dean (no reduction in workload), or may be assigned a fourth preparation without request with the approval of the Vice President of Instruction and Workforce Education (with reduction in workload). Faculty who are team teaching and are only responsible for a part of the course preparation receive proportional preparation credit for those team-taught courses.

Piggybacked, independent study, practicum, and co-op courses do not count in calculating preparation. If a course with low enrollment impacts a full-time load, it will be calculated as part of the full-time load. Generally, an independent study is five students or fewer or below 50% when the approved optimum is less than ten. The assignment of an independent study course must have the approval of both the instructor and the Dean/Associate Vice President.
- c. Modality: Full-time faculty's base load must include a minimum of two (2) face-to-face and/or hybrid courses while the remaining three courses may be face-to-face, hybrid, or virtual. For full-time faculty with overload assignments, please refer to section II.F.5 of this procedure.

Librarians: Within the 40-hour week, librarians will be assigned at least 25 direct student contact hours. Hours not spent in direct student contact (i.e., Reference Desk and library instruction) will include hours spent in research, preparation, committee work, collection development, professional development, creating library subject guides, web pages, distance learning instructional aides and community and instructional liaison activities.

Counselors: Within the 40-hour work week, counselor duties will comprise at least 25 direct student contact hours. Generally, these duties will require 25 direct student contact hours to include New Student Orientations, in-office counseling sessions, and other direct student/program advising, plus 15 other hours to include, teaching, preparation for and delivery of presentations, professional development, committee work, community and instructional liaison activities, and College initiatives/special assignments. A counselor may teach a course during the 40-hour work week.

Adult Vocational and Special Program Instructors: Within the 40-hour work week, adult vocational and special program instructors will be assigned a minimum of 24 direct student contact hours per week. Fourteen-sixteen hours will be assigned for instructional related activities including office hours, committee work and professional development. Additional hours will be assigned based on program needs.

Contracted Faculty: The workload for contracted faculty will differ according to program needs and will be determined by the Dean/Director/Associate Vice President, and Vice President of Instruction and Workforce Education. The workload guidelines for each program are on file in the Human Resources Department.

- E. Faculty workload assignments are made by the Dean or Associate Vice President based upon recommendations provided by the appropriate Coordinator and/or preferences from individual

faculty. Tenured and probationary faculty are given first consideration in the scheduling of instructional and non- instructional assignments, unless an assignment requires a specific expertise.

1. Full-time time faculty have priority and may replace part-time faculty in order to complete a full- time workload if previously assigned course(s) are cancelled.
 2. Full-time faculty have first priority for assignments at their home campus.
 3. Full-time faculty may request to teach a class at another campus as part of their full-time load or as an overload as long as classes at the secondary campus are approved by both Deans and/or Associate Vice President.
 4. Full-time faculty who are credentialed in, but not full-time faculty in, a discipline have second priority for assignments.
 5. Full-time faculty have priority over part-time faculty for overload and summer assignments. If a full-time faculty has an overload or summer class that cancels, that instructor will have priority over a part-time instructor assigned to a class. However, a full-time instructor who decides to teach an overload or summer class within two weeks of the start of the class will not have priority over the part-time instructor.
- F. Full-time employees on an overload assignment serve at the pleasure of the President and the Board of Trustees and have no property interest in the supplemental employment with the District.
1. The College reserves the right to cancel classes for reasons of insufficient enrollment or to readjust class loads. If classes should be canceled after the start of the semester, the faculty member will be paid prorata in accordance with any hours taught.
 2. Deductions for faculty absences will be made at the hourly rate for each contact hour missed. Employees on an overload assignment serve at the pleasure of the President and the Board of Trustees and have no property interest in the supplemental employment with the District.
 3. Overload assignments are to be shared and discussed in concert by the Deans in order to improve communication and assure that courses are being distributed equitably throughout the District (face to face, hybrid, and online) and that all full-time faculty continue to have access to a full time load.
 4. Faculty have the right to request and/or be assigned, with faculty consent, up to a triple overload from available courses within his/her discipline at his/her assigned campus, providing the following:
 - a. The program/discipline is in “good standing,” having completed required program assessment (e.g. SLO’s, Program Review, Pathway Requirements, Core Assessment, etc.) in a timely manner and maintained accreditation requirements (if applicable). Program Licensure/Certifications Pass rates of Graduates meet minimum standards.
 - b. The faculty member is in “good standing,” having maintained professional responsibilities to the College (currently serving on standing/discipline committees), having received strong student evaluation results, and all classroom/administrative evaluations are current and are positive. An additional evaluation may be required by the Dean based upon any new student concerns arising during the semester in which a triple overload has been assigned.
 5. Overload assignments (single, double, or triple) are approved by the appropriate dean and are based on the availability of course(s) and the consent of the Instructor and do not require additional approval. Full-time faculty member’s first overload assignment must be face-to-face or hybrid; the remaining overload assignments may be face-to-face, hybrid, or virtual.

ADDITIONAL WORKLOAD HOURS NOT TOTAL
WORKLOAD

Overload Type	Maximum Credit Hours	Maximum Contact Hours
Single	5	7
Double	8	12
Triple	9	14

6. Overload assignments beyond what is listed above (in the chart listed in “F.5”) will only be approved upon documented College need and must be approved by both the appropriate Dean and the Vice President of Instruction and Workforce Education.
- G. The following descriptions should be used in determining faculty workload during academic and summer sessions.
1. Theory Courses: Workload is determined by the approved lecture (theory) credit or contact hours for the courses.
 2. Lab Courses: Laboratory contact hours are identified by the second number in the parentheses at the end of each course description in the current *Catalog*.
 - a. Open Laboratory Courses: An open laboratory course is that course in which students are assigned independent activities which may require assistance, but which does not require direct instruction by faculty. Lab assistants are usually available to assist the student.
 - b. Instructional Laboratory Courses: An instructional laboratory course is a course in which demonstrations, return demonstrations, experiments, exercises and examinations require direct involvement by the instructor. The instructor is required to be present at all times and provides lectures, demonstrations, and evaluations of students.
 - c. External Learning Experience: A competency-based learning experience, paid or unpaid, that integrates lecture and laboratory instruction and is provided at worksites appropriate to the discipline. The external learning experience allows the student to have practical, hands-on training and to apply learned concepts and theories in a workplace setting. There are four types of external learning experiences: clinicals, internships, practica, and co-ops, as referenced in the *Guidelines for Instructional Programs in Workforce Education (GIPWE)*, Chapter 3.
 - d. Clinical Learning Experiences: Clinical experiences must take place in a health care setting and students must not be paid for the learning experiences. A clinical learning experience is defined as that course in which students provide direct patient care within an off-campus clinic setting. Clinical learning experiences provide workplace settings in which students learn and apply program theory and management of the workflow in a highly technical environment. An instructor is usually 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. In some cases, students may be assigned to one or more sites with preceptors and the faculty member visits each site on a frequent basis. The faculty member is always available in person, by telephone/cell phone or beeper during the clinical assignment.
 - e. Internships: Experiences which take place in any setting outside of health care. Students may or may not be paid for the learning experiences. Internship experiences provide workplace settings in which students learn and apply program theory and

management of the workflow. The workload is determined by the number of students enrolled and/or by the number of external sites that the faculty member must manage.

- f. **Practica:** Provides workplace experiences in which students practice program competencies through repeated application of skills and activities, some of which may be in a highly technical environment. Students may or may not be paid for the learning experiences. This type of laboratory experience requires placement in a community affiliate. 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. The workload is determined by the number of students enrolled and/or by the number of external sites that the faculty member must manage.
 - g. **Cooperative Education:** Provides workplace experiences in which students practice program competencies through repeated application of skills and activities. Students may or may not be paid for the learning experiences. This type of laboratory experience requires placement in a community affiliate. 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. A written external Learning Experience Evaluation Form, based on the student learning plan and describing student learning outcomes, must be developed by the instructor in conjunction with the external learning supervisor and provided to the supervisor at the external site. The workload is determined by the number of students enrolled and/or by the number of external sites that the faculty member must manage.
- H. Non-traditional instructional courses are assigned workload credit or contact hours based upon the number of students and the anticipated evaluative contact between faculty and student on a weekly basis.
 - 1. An expected workload is 1 credit hour per each 4 students for **independent activities**.
 - 2. For **private music instruction**, 3 students are equivalent to 1 credit hour.
 - 3. The workload assigned for on-line and video conferencing courses will be based upon the approved credit/contact hours for the course. These course optimums may be different from that of a traditional course. These courses may be part of a full-time load provided that the faculty member is not needed to staff a face-to-face class.
- I. Compensation in the form of overload payment for the equivalent of credit or contact hours, non-instructional assignments, or other activities will be determined by appropriate procedure(s). In the event that there is no applicable procedure, compensation for non-instructional assignments will be determined by the Dean and Human Resources based upon the type of assignment and extent of faculty involvement. The Vice President of Instruction and Workforce Education will approve or modify all recommendations of the Dean upon submission of *Faculty Assignment Action Forms* (FAAFs).

Each non-instructional assignment (including faculty coordinator assignments) will be reviewed for workload equivalency and compensation by the Dean/Director, Associate Vice President, and Vice President of Instruction and Workforce Education prior to each semester.
- J. New curriculum or program development assignments are made as overload assignments with compensation based upon the current, approved curriculum development pay rate. Minor and routine course revisions will not be compensated. Faculty with a double overload may also be assigned one curriculum development or DACUM project per semester.
- K. Regular workload duties are required for each full-time faculty member and include:
 - 1. The faculty member is responsible for providing instruction in accordance with the Vision, Mission, and District Goals of the College. The current job description for instructor, counselor, librarian, and adult vocational instructor must be followed.
 - 2. The full-time probationary faculty member is expected to follow the current tenure procedure

regarding workload. Reference College Procedure DDA-1 *Tenure Review and Recommendations*.

3. Some of the instructional duties include, but are not limited to, the following:
 - a. Preparing for classes
 - b. Creating and grading class assignments, projects, and examinations
 - c. Maintaining and submitting documentation of student grades and attendance according to College and course requirements
 - d. Keeping current with new technology, research findings, and field of expertise
 - e. Preparing, distributing and uploading course syllabi, and attachments in accordance with District procedures and State requirements (Reference College Procedure EFA-2 *Official Course Syllabus*)
 - f. Creating and revising student learning packets when appropriate
 - g. Providing student guidance and academic advising, as necessary
 - h. Planning and organizing learning experiences and activities
 - i. Assessing surveys, quality enhancement programs, student learning outcomes, and core learning outcomes
 - j. Maintaining current clinical requirements when required by clinical affiliates.
4. Each full-time faculty member will keep 10 posted office hours per week, five of which will be in his/her office and five of which may be at sites approved by the Dean or AVP (e.g. labs). Each full-time faculty member will keep 10 posted office hours per week, at least five of which are required to be in-person in their office or at sites approved by the Dean/AVP (e.g. labs), and five that may be conducted virtually. There should be at least one posted office hour on each scheduled class day. Office hours should be scheduled at a time convenient for students enrolled in the scheduled class. Those faculty teaching online or whose teaching assignment does not include classes 5 days per week must have at least one office hour on campus on those days or be available to students via alternate methods of communication.

Faculty teaching overloads will be required to keep one (1) additional office hour weekly for each overload course. The additional office hour(s) modality(ies) should match the modality of the overload course(s).
5. Meetings: Faculty members must attend all scheduled discipline and/or division activities held during the academic year unless they conflict with a regularly scheduled teaching assignment or activity approved by the Dean or Associate Vice President. Attendance is also mandatory at required College activities such as orientation and commencement. Disciplinary action for lack of participation may include, as appropriate, verbal counseling, written counseling, or reprimands. Submission of leave forms may be required for absences from mandatory activities.
6. Committees/Task Forces: Faculty members may be assigned to participate in College, division or discipline committees/task forces.
7. Faculty Development: Full-time faculty members are required to participate in a minimum of two (2) faculty development activities which are approved for Professional Development credit at the beginning of each semester. Faculty are encouraged to participate in professional development activities on an on-going basis. New full-time probationary faculty must participate in New Faculty Orientation activities.
8. Curriculum Revision: Disciplines using course packets will update/revise course outlines and/or course packets as needed, with assigned faculty responsible for coordination of such revisions based on course assignments.

L. Deviation from these guidelines must be approved by the Dean/Associate Vice President and the Vice President of Instruction and Workforce Education, unless related to other approved College procedures.