5.22 Teaching Load - Curriculum

Last Revised: January 2012

Policy: Each curriculum faculty member employed by Piedmont Community College is expected to devote thirty-nine (39) hours a week of combined direct and indirect instructional activities. The institution reserves the right to individually adjust faculty work schedules.

Purpose/Definitions: The work load for curriculum faculty members will consist of instruction, office hours, class preparation and professional activities. The specific hours and places of employment will remain variable, in order to cover, day, evening, weekend, and distance education courses, and to allow for student needs. Faculty members will conduct thirty (30) hours of their activities on campus. The thirty (30) hours will generally consist of direct instruction and office hours.

Basic Load – The basic load for curriculum faculty members will range from eighteen (18) to twenty-eight (28) contact hours a week. Curriculum faculty members teaching over twenty-one (21) contact hours will be those teaching courses containing significant amounts of lab and/or clinical hours. Curriculum faculty members teaching less than eighteen contact hours per week will be those with assigned administrative requirements for the semester. Any curriculum faculty member who does not carry a full instructional load may be assigned other responsibilities with no additional compensation.

Overload – Overload pay may be authorized for curriculum faculty members teaching over 21 contact hours a week. Consideration will be given to the course makeup, number of preparations, amount of travel between campuses, etc.

Office Hours – Each curriculum faculty member will schedule sufficient office hours as required to advise, consult with, and provide individual assistance to students. Curriculum faculty members teaching online and hybrid classes will have one “virtual” office hour per course to work with students taking courses at a distance.

Class Preparation – Curriculum faculty members are allowed time to prepare for class and assess learning. Curriculum faculty members are expected to analyze and use the results of assessment to continuously improve their courses.

Professional Activities – Activities related to instructional responsibilities. Curriculum development, professional development, institutional committee work, program advisory committee consultation, travel between campuses, recruiting, and retention efforts are examples of professional activities.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and Student Development has monitoring authority.

Procedure: Curriculum faculty members collaborate with the academic deans and curriculum coordinators to create semester schedules that meet student needs.

Curriculum faculty members are assigned a basic load for the semester by their academic dean. The faculty member and the academic dean will also agree on any overload assignments.
Curriculum faculty members will turn in an Instructional Schedule each semester to their academic dean. The schedule is approved by the Vice President, Instruction and Student Development and posted outside the faculty member's office.

Legal Citation: