5.22.1 Teaching Load – Continuing Education

**Last Revised:** July 2012

**Policy:** Piedmont Community College (PCC) requires Continuing Education faculty to adhere to defined instructional loads that support the mission of the College.

**Purpose/Definitions:** Each Continuing Education faculty member is expected to devote thirty-nine (39) hours a week of combined direct and indirect instructional activities. The work load for Continuing Education faculty members will consist of instruction, office hours, class preparation/planning, 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 are assigned a basic instructional load and will provide instruction at their assigned instructional locations. The institution reserves the right to adjust individual faculty work schedules.

Basic Load – The full-time instructional load for Continuing Education faculty members will range up to thirty-five (35) contact hours per week. Continuing Education faculty members teaching less than the full instructional load will be assigned administrative or other supportive duties with no additional compensation.

Overload – Overload pay may be authorized for Continuing Education faculty members teaching over thirty-five (35) contact hours per week.

Office Hours – Each Continuing Education faculty member will schedule sufficient office hours as required to advise, consult with, and provide individual assistance to students.

Class Preparation – Continuing Education faculty members are allowed time to prepare/plan for class and assess learning. Continuing Education faculty members are expected to develop student learning objectives, analyze learning outcomes, and use the results of assessment to continuously improve their courses.

Professional Activities – Examples of professional activities may include curriculum development, professional development, institutional committee work, program advisory committee consultation, travel between campuses, and recruiting and retention efforts.

**Approval Authority/Monitoring Authority:** Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Continuing Education has monitoring authority.

**Procedure:** Continuing Education faculty members collaborate with the appropriate Continuing Education director to create instructional schedules which include basic loads and agreed upon overload assignments to meet student needs.

**Legal Citation:** N/A

**History:** Effective July 2012