District Board Policy
Category: All Employee Groups
Policy Number: 623
Title: Faculty Workload

The normal contract load for faculty members shall be 30 equated teaching units per annual contract year (July 1-June 30). There may be additional compensation available to faculty members for special projects. Associate faculty may teach a load of less than 10 equated units per traditional academic semester unless specific approval is given in advance by the Vice President for Instruction/Provost. In determining faculty load, the College calculates laboratory at two (2) equated units for each three (3) hours of laboratory time. For purposes of faculty load, this same ratio applies to the following instructional time: studio hour, rehearsal hour, performance hour, health professions skills lab hour, career/technical skills hour, recreational and fitness activity hour, and seminar hour. This policy shall have limited application, as further specified by College procedures, to faculty who teach in special instructional programs as designated by the College President. The College President or designee will assign workload expectations to faculty who teach in these special programs.

Procedure 623.1
Definitions and Workload Requirements

1. Regular Workload – Equated Teaching Load
   a. The College assigns lecture and laboratory hours for all courses. Two to three hours of laboratory equates to one student credit hour.

   EXAMPLES:
   Course A = (3 hours lecture; 3 hours laboratory) = 4 Student Credit Hours
   Course B = (3 hours lecture) = 3 Student Credit Hours

   b. Faculty workload is determined by calculating hours spent in lecture and lab. Three hours of laboratory equates to two hours of teaching load. One hour of lecture equates to one hour of teaching load.

   c. The sum of all equated teaching hours determines total annual equated faculty load. For an annual equated load of more than 30, the College pays full-time faculty for all units and fractions thereof over 30. Except as provided in 1.e. below, this paragraph shall have no application to faculty who teach in special instructional programs as designated by the College President.

   EXAMPLES
   Course A = 3 lecture, 3 lab = 5 equated teaching load hours
   Course B = 3 lecture = 3 equated teaching load hours
   Course C = 2 lecture, 4 studio = 4.67 equated teaching load hours
Course D = 4 lecture, 3 rehearsal = 6 equated teaching load hours

d. For classes taught concurrently, faculty equated load shall be equivalent to that of a single course.

e. Notwithstanding subsection 1.c above, an instructor who teaches courses in more than one program may request additional pay for an equated load of more than 30 over the course of the annual contract regardless of whether one or both of the programs is a special instructional program for which overload compensation is not otherwise available. The request for additional compensation may be granted or denied at the discretion of the College President or designee, who also has the discretion to determine the amount of additional compensation to be paid.

2. The Deans are responsible for developing a master schedule of courses on an annual basis that reflects the needs of the College, the department, the program, student interest and demand. The master schedule will be developed with input from faculty under the leadership of department chairs, center directors and deans. Faculty will be assigned to teach courses based on the master schedule which may include the assignment of sequential courses in order to promote the development of student cohorts and increased student retention. Full-time faculty will be required to teach a cross section of courses (developmental, 100- and 200-level) within their disciplines, if applicable, and/or at multiple sites, as assigned by the dean over the course of their annual contract. In approving individual faculty loads, the dean will take into account the following: the master class schedule; average class size (center, campus, district); minimum number of students required to make a class as specified in Policy 3021 (100-level, 200-level, extended learning site); facility limitations; safety considerations; travel time; teaching location; and teaching modality.

3. Contracts for faculty are based on specific instructional terms:

a. Regular Schedule – The regular faculty load consists of a teaching load of at least 15 equated units per full fall semester and 15 equated units per full spring semester. The eight-week summer session crosses fiscal years and, therefore, cannot be used to meet an annual contract faculty load. Overload for units taught beyond 15 equated units per semester will be paid during the respective semester taught.

b. Overload for units taught beyond 30 equated units will be paid after the full 30 equated unit load has been met.

c. All regular faculty members must teach a minimum of 30 equated units during an annual contract year. Faculty must teach a minimum of 10 equated units during a full semester.

d. Flexible schedule assignments may be requested by either the faculty member or the dean when it can be demonstrated that the flexible schedule assignment would
positively enhance the quality of the educational program or the operation of the discipline/service area. Any flexible schedule option requires approval, in advance, by the appropriate dean, and the VPI/Provost prior to the issuance of faculty contracts. The dean and the faculty member are responsible to assure that the appropriate number of days and load hours are worked within the flex year contract period.

e. For faculty on flexible schedules, assigned activities and responsibilities on non-teaching days may include, but are not limited to: student recruitment, curriculum development, work on assessment of student learning outcomes, program review, community outreach, and/or mentoring new associate faculty.

f. Faculty on flexible schedules may not elect deferred pay and are only paid for weeks that are worked.

4. Full-time faculty members who meet faculty workload requirements, as defined in this procedure, may be allowed to teach an overload; total equated units will not exceed 21 in any given full semester unless specific approval is given by the Vice President for Instruction/Provost.

5. Associate faculty workloads, less than 10 equated units in a given traditional academic semester, are calculated as in subsection 1.b above. Associate faculty who meet a canceled or reassigned class one or more times shall receive prorated compensation based upon the associate faculty pay schedule.

Procedure 623.2
Special Projects

In addition to and outside the normal contract load as defined in Policy 623 and related procedures, a full-time faculty member may request payment of additional compensation for special projects using the following procedures:

1. In order for special projects to be considered for additional compensation, the faculty member must present the following information to the faculty member’s instructional manager for his/her consideration:
   a. Nature of assignment
   b. Qualifications to perform the assignment
   c. Department/Unit to which the special project will be accountable
   d. Department/Unit in which the special project is budgeted
   e. Brief description of duties and expected outcomes
   f. Length (dates) of the assignment
   g. Explanation of how the assignment meets institutional needs
   h. The number of hours to be worked or responsibilities
   i. Activities planned
   j. Recommended compensation
2. Proposals should be submitted to the instructional manager for approval. If approved, the proposal is forwarded to the Dean.

3. If approved by the Dean, the proposal is forwarded to the Vice President for Instruction/Provost for approval.

4. Upon approval by the Vice President for Instruction/Provost, the Vice President for Human Resources and the Vice President for Instruction/Provost will determine appropriate compensation.

5. A final report on the outcomes of the special project will be prepared and filed with the appropriate Department/Unit Dean, Vice President for Instruction/Provost, and the Human Resources Office.

Procedure 623.3
Faculty Accountability

Full-time faculty shall be accountable for a minimum of 172 days and for meeting faculty workload requirements as defined in applicable policies and procedures, including this procedure. The College requires faculty to be accountable for duties in addition to those involving direct teaching during their contract year. The College requires all full-time faculty to:

- Maintain campus hours/presence and be readily available for assignment during the week prior to the beginning of classes for the fall semester and the spring semester (unless assigned to a flexible schedule that does not include teaching in January);
- Maintain a minimum of ten scheduled office hours/presence through posted office hours weekly during each duty week on campus; each instructor must post a schedule of office hours on or near the instructor’s office door, on the instructor’s website, and include them on all Class Procedure Sheets;
- Maintain campus hours/presence through teaching schedule and posted office hours during his/her academic schedule either a minimum of 4 days per week or as agreed to by the instructional manager and dean;
- Develop and revise curriculum for courses, programs, and revise/update instructional approaches as warranted;
- Provide each class member with a Class Procedure Sheet on the first day of class; Class Procedures Sheets will meet current minimum Cochise College content requirements;
- Participate in called meetings and committee work of the College;
- Participate in convocation and faculty/staff development day (unless assigned to a flexible schedule that does not include the date of the faculty/staff development day);
- Participate in commencement in full academic dress; exceptions to participation may be made only by the President or designee;
- Maintain records of student attendance and academic performance for a minimum of three (3) years;
- Meet all assigned classes regularly;
- Submit class rosters and grades in a timely fashion and by required deadlines;

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• Give final exams during the prescribed period;
• Accept a reasonable number of committee assignments;
• Participate in other duties beyond classroom instruction as assigned that may include, but
  are not limited to, student advising, community relations activities, student recruitment and
  retention activities, articulation with other educational institutions, and orientation of and
  assistance with associate faculty;
• Fulfill all other duties and responsibilities as defined in the Full-Time Teaching Faculty job
description, including those related to professional development and professional service.

Full-time faculty who teach in special instructional programs, as designated by the College
President, may be exempted by the President or Vice President for Instruction/Provost from
compliance with one or more of the above requirements. For example, a faculty member teaching
in a special instructional program may be allowed to maintain fewer than ten scheduled office hours
per week or may be exempted totally from any requirement to post a schedule of office hours.

Procedure 623.4
Online Faculty

Online delivery of instruction is recognized by the College as an important alternative
instructional delivery mode. The College offers individual courses, complete certificate
programs, and full-degree programs online in accordance with the accreditation authority under
which it operates. Courses taught through the online delivery mode must meet the same course
objectives, standards and learning outcomes as those offered in a traditional setting.

The Online Campus Committee, a committee of the College Senate, will provide guidance and
direction to the Online Campus. This committee will include the Online Campus Director,
faculty and staff.

Additional compensation may be offered for teaching online courses based on exceeding student
enrollment thresholds as determined by the Administration on an annual basis.

Current Online Campus compensation guidelines will be published and maintained in the
following offices: Vice President for Instruction/Provost, Deans, Instructional Managers and
Human Resources.

Procedure 623.5
Release Time Guidelines

Release time may be provided to faculty for specific major institutional projects. These projects
will fall beyond the scope of normal faculty responsibilities and will be in conjunction with
institutional needs. Each project will require a written proposal which will include:

1. The scope of the project
2. The relationship to institutional needs
3. Expected outcomes
4. Activities planned
5. A timeline

Any required additional resources should be identified, as well as the role of other project participants.

The recipient shall provide periodic updates based upon the project plan and will provide a final report.

**Procedure 623.6**

**Release Time for Ongoing Efforts**

Activities which are ongoing in nature, but require significant extra time beyond what is normally expected of faculty, may qualify for release time. These activities will be for the clear benefit of the institution.

Activities may fall into (but are not limited to) the following categories: support of student groups, support of cultural activities, instructional coordination (assistant deans, department chairs, and lead instructors), coordination of facilities, faculty advising in the Student Development Center, etc.