

**Cochise College  
District Board Policy**

**Category: All Employee Groups  
Policy Number: 623  
Title: Faculty Workload**

This policy shall have limited application, as further specified by college procedures, to faculty who teach in special instructional programs as designated by the president. The president or designee shall assign workload expectations to faculty who teach in these special programs.

**Procedure 623.1  
Definitions and Workload Requirements**

The equated load (30 equated hours) composing a full-time faculty appointment is taught during the fall and spring semesters of an academic year. Summer instruction is not considered to be part of a full-time faculty appointment. For an annual equated load of more than 30, the college pays full-time faculty for all units and fractions thereof over 30.

1. Regular Workload – Equated Teaching Load
  - a. One hour of lecture or clinical instruction equates to one hour of teaching load.
  - b. Laboratory hours are calculated at .7 equated units. This applies to studio hours, rehearsal hours, performance hours, health professions skills lab hours, career/technical skills hours, recreational and fitness activity hours, and seminar hours.
  - c. The sum of all equated teaching hours determines total annual equated faculty load. For classes taught concurrently, faculty equated load shall be equivalent to that of a single course.

**EXAMPLES:**

Course A = 3 lecture, 3 lab = 5.1 equated teaching load hours

Course B = 3 lecture = 3 equated teaching load hours

Course C = 2 lecture, 4 studio = 4.8 equated teaching load hours

Course D = 4 lecture, 3 rehearsal = 6.1 equated teaching load hours

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 shall be developed with input from faculty under the leadership of department chairs, center directors and deans. Faculty shall 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

shall 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.

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

### **Procedure 623.2 Special Projects**

In addition to and outside the normal contract load as defined in Policy 623 and related procedures, the appropriate Dean may assign a full-time faculty member a special project that is needed by the college.

1. The special project requires pre-approval by the Vice President for Instruction/Provost.
2. Appropriate compensation or release time shall be determined by the Vice President for Instruction/Provost.
3. A final report on the outcomes of the special project shall be prepared by the faculty member and, once accepted, filed with the appropriate Dean, Vice President for Instruction/Provost, and Human Resources.

### **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;
- 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 shall meet current minimum Cochise College content requirements;
- Participate in called meetings and committee work of the academic unit and the college;

- Participate in convocation and faculty/staff development opportunities;
- 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 grade records 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;
- 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.