

<b>HAYWOOD COMMUNITY COLLEGE</b>	<b>HUMAN RESOURCES FULL-TIME CURRICULUM WORKING HOURS AND WORKLOAD</b>	Procedure 3.1.3.1
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## **I. WORKING HOURS**

Full-time curriculum positions shall work a minimum of 40 hours each week comprised of at least 5 office hours per week and a minimum of 4 hours of work per day on scheduled work days.

Scheduled workdays are defined as those days during which class is in session or days designated by the College for other College business such as meetings, professional development, planning, etc.

## **II. WORKLOAD**

Full-time curriculum teaching loads during the academic year shall include such combinations of distance learning, day, evening and weekend classes as the College's needs require. A Cooperative Education course shall not count for more than one (1) lecture hour and a 099 course shall not count at all in computing faculty teaching load. Distance education courses shall have the contact hour value as set forth in the NCCCS Common Course Library.

The normal teaching load for all full-time curriculum members shall be at least fifteen to twenty (15 – 20) lecture hours and fifteen to thirty (15 – 30) contact hours per semester. When the number of lecture hours falls below fifteen (15) hours because of the number of clinical or laboratory hours involved, the number of contact hours should be increased to bring the teaching load to a minimum of twelve (12) lecture hours (utilizing the standard of three (3) clinical hours equal one (1) lecture hour, three (3) laboratory hours equal one (1) lecture hour, or two (2) laboratory hours equal one (1) lecture hour, depending upon the nature of the course taught as set forth in the NCCCS Common Course Library, or to a maximum of thirty (30) contact hours).

Teaching loads shall be calculated for the academic year. Compensation shall not be made for a teaching load in excess of normal except when an approved overload and the compensation has been requested, approved by the department chair, and authorized by the Executive Vice President of Instruction and Student Services. For more information, see the Executive Vice President of Instruction and Student Services and *Faculty Workload Standard by Area Chart*. Excessive teaching assignments, committee assignments, outside employment, and other activities which would encroach upon the teaching effectiveness of any faculty member should be minimized. Full-time Curriculum members are encouraged, but not required, to conduct research nor participate in community service activities.

Any underload shall be dealt with by adding additional responsibilities to an employee's workload, including non-curriculum courses, as approved by his or her department chair and the Executive Vice President of Instruction and Student Services. Teaching loads may also be adjusted by the College to take into consideration such factors as the use of instructional assistance, team teaching or the use of non-traditional instructional delivery systems. Additions to curriculum employee workloads including committee assignments, special assignments, curriculum development of a new program or a new course in a program and/or the complete revision of an existing course or program shall be analyzed by the department chair or program manager. When the additional duties are deemed to be above and beyond what is normally expected of a curriculum employee, then a reduced teaching load or extra remuneration should be offered to the employee to compensate for the additional work.

Adopted: 03-24-2017

Revised: 02-05-2021

Revised: 03-03-2021

Revised: 07-08-2021

Revised: 08-16-2024

Legal Reference: 1D SBCC 400.93(a)(2)