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|  <b>Wharton County<br/>Junior College</b> | <b>ADMINISTRATIVE PROCEDURE MANUAL</b> |                             |            |
| WCJC Title: <b>Faculty Teaching Loads</b>  |  | Section D: <b>Personnel</b> | Page(s): 4 |
| <b>BASED ON BOARD OF TRUSTEES POLICY</b>   |  |                             |            |
| Policy Title: <b>Assignment, Work Load, and Schedules</b>  |  | Policy: <b>DJ</b>           |            |
| Subtitle: None   |  | Date Adopted: 8-01-20       |            |

### **Purpose**

Defines a full-time teaching load and establishes a procedure for the assignment of equitable faculty teaching loads and a formula for paying overloads.

### **Procedure**

All full-time faculty are expected to work a minimum of 40 hours per week. Though faculty assignments vary among and within departments, all full-time faculty members are responsible for teaching and advising, maintaining office hours, and providing college service (including committee work).

Senate Bill 2615 (89<sup>th</sup> Texas Legislature, 2025), restricts, with exceptions, full-time faculty from engaging in telework. Telework is a work arrangement that allows an employee to conduct on a regular basis all or some institutional business at a place other than the employee's regular or assigned temporary place of employment during all or a portion of the employee's established work hours. See SB2615 for exceptions to telework restrictions.

Faculty are expected to conduct classes, hold office/tutorial hours, and provide service to the College at the faculty member's designated location for a minimum of 40 hours a week with the understanding that operational hours may vary to accommodate student need such as to accommodate virtual office/tutorial hours.

At least once every three years, the formula for calculating faculty teaching loads shall be reviewed by the Vice President of Instruction (VPI), and his/her findings and recommendations shall be presented to the President and Executive Cabinet. Recommendations approved by the President are then presented to the Board of Trustees for approval.

### ***Full-Time Employment***

1. An equated pay hour (EPH) is a unit equivalent to one semester credit hour (SCH) for a student, as determined by the Texas Higher Education Coordinating Board (THECB). The THECB equates one student contact hour of lecture to one semester hour of credit, and it equates other types of student contact hours (e.g., labs) as follows:

| Contact Hour (16 weeks)                  | SCH | EPH |
|--|-----|-----|
| a. 1 lecture hour                        | 1   | 1   |
| b. 2 lab hours (0.5/hr)                  | 1   | 1   |
| i. Except science lab hours (0.6/hr)     | 1   | 1.2 |
| c. 5 clinic or internship hours (0.2/hr) | 1   | 1   |
| d. 8 practicum or coop hours (0.125/hr)  | 1   | 1   |

- The standard 15 EPH per semester is used as the contractual basis for determining full workloads each semester for all full-time faculty members, whether a faculty member is assigned to 100% teaching or is provided release time for non-instructional duties.
- The EPH for teaching a particular course are standard for that course and shown on the Administrative Master Syllabus for that course.
- Actual pay hours for studio courses, applied or activities courses, some clinical and practicum courses, programs with high numbers of labs, etc., are determined through arrangement with the VPI. For those courses that do not adhere to a standard formula, the Department Head/Program Director and Division Chair must draft a pay proposal and submit it to the VPI. All such pay arrangements must be approved in writing by the VPI.
- The normal teaching load for full-time faculty members consists of a minimum of 15 EPH per semester (30 EPH per academic year). Teaching assignments in excess of 15 EPH per semester or 30 EPH per year (whichever is applicable) are compensated as overloads at the College's standard overload rate per EPH.
- The normal number of course preparations for a full-time faculty member is three per semester or six per contract year. Faculty members who exceed this number of preparations are paid overloads for each additional preparation at 25% of the College's standard overload rate for a 3-credit course.
- The typical 40-hour workweek includes a teaching load of 15 EPH, 10 office hours, and 15 prep/grading/service hours. Table 1 below illustrates a framework relating clock hours to 15 EPH using a teaching load example of five (5) 3-credit courses per semester.

**Table 1: Clock Hours to 15 EPH**

|                                     | Per Credit Hour | Per 3-Credit Course | Clock Hours Per Week |
|-------------------------------------|-----------------|---------------------|----------------------|
| In-class contact hours              | 1               | 3                   | 15                   |
| Office hours                        | 0.66            | 2                   | 10                   |
| Prep time, grading, college service | 1               | 3                   | 15                   |
| <b>Total</b>                        | <b>2.66</b>     | <b>8</b>            | <b>40</b>            |

- Additional *teaching* assignments beyond the base contractual teaching duties of a full-time faculty member are executed as overloads and entitle the employee to additional compensation at the College's overload rate.

9. Additional or substitute *non-teaching* duties are assigned, and compensation determined, by means of a Paid Professional Assignment (PPA) form, which is executed separately from the standard term employment contract.

#### *Overload Limits*

1. Though the College discourages excessive or consistent teaching overloads for full-time faculty, believing that faculty are fully employed without them, the College may allow or request an overload. Therefore, faculty members may not teach overloads that amount to more than 26% of their contractual workload (or a total per semester of 19 pay hours). During summer, faculty members may not teach more than three courses (9 equated pay hours) in each session.
2. In certain situations or under special circumstances, the VPI may authorize overload assignments for a faculty member in excess of the 19 hour limit.
3. Courses taught in the same time slot are treated as a single course insofar as semester hours are counted.
4. Semester hours assigned to a teaching load are granted for the entire course if taught by a single person. If a teaching assignment is split, each participating instructor receives pay for that portion of the course which is attributed to his/her instructional assignment. For example, in a course carrying four (4) semester hours of credit, the instructor teaching three (3) lecture hours is paid for a teaching assignment of three (3) semester hours and another instructor teaching the laboratory hours is paid for those hours at the lab pay rate for that course.
5. Overloads involving other types of teaching assignments (such as team teaching, programmed instruction, private instruction, and activity-type classes) or involving non-teaching assignments (such as administrative duties) are handled on an individual basis and may require the issuance of a PPA.
6. No one who receives release time from teaching to perform other duties may then be given a teaching or non-teaching assignment as an overload, unless such assignments are approved by the VPI.

#### *Compensation for Department Heads/Program Directors*

1. Department Heads are compensated each fall and spring semester according to the Board of Trustees approved Department Head Compensation Worksheet.
2. Department Heads are responsible for completing this worksheet, and submitting it to the division chair, who is then responsible for checking the accuracy of the request and forwarding it to the VPI.
3. Department Heads are full-time members of the faculty on regular faculty contracts.

4. Appointments as Department Heads are typically overload assignments made each semester at the discretion of the VPI. Department Heads assume a variety of managerial and supervisory duties.

*Compensation for Division Chairs*

1. Division Chairs are compensated each fall and spring semester according to the Board of Trustees approved Division Chair Compensation Worksheet.
2. Division Chairs are full-time members of the faculty on 12-month contracts.
3. Appointments as Division Chairs are administrative appointments made each year at the discretion of the VPI.
4. Division Chairs are granted release time from teaching to fulfill their administrative responsibilities. Typically, Division Chairs teach three (3) contact hours weekly both in fall and spring semesters and are not required to teach during summers

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