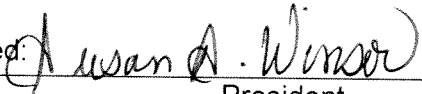
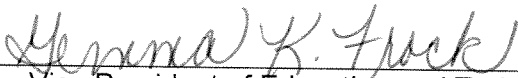


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	FACULTY TEACHING/WORKLOAD AND OVERLOAD COMPENSATION	Procedure Number: 3-3-110.1 ATC
Institutional Authority:	Vice President of Education and Training	
Associated SBTCE Policy/Procedure:	8-2-103; 8-2-103.1	
Governing ATC Policy:	3-3-110	

Approved:  President
 Vice President of Education and Training

Date
Adopted: 07/01/2004
Date
Revised: 04/04/2011

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. Procedures

A. Terms of Employment for Full-Time Teaching Faculty

1. General

Teaching faculty are employed to perform teaching and other instructional-related duties depending on the needs of the institution. In addition to assigned teaching load, faculty assigned duties include those delineated in SBTCE procedure 8-4-101.1, "Faculty Performance Management System". The minimum full-time work week, regardless of teaching load, is 37.5 hours per week, to include assigned teaching, established office hours, preparation, and any other assigned duties and responsibilities.

2. Regular Academic Year

Teaching faculty are normally employed for 39-weeks (nine months) encompassing the fall and spring semesters.

3. Summer Session(s)

Teaching faculty may be considered for supplemental employment opportunities during the summer. Supplemental employment opportunities may be for periods up to the thirteen (13) weeks beyond the normal thirty-nine (39) week employment period. Full-time faculty who teach 75% or greater of a full load, will receive their regular 39-week salary, pro-rated based on their teaching load as compared to a summer full-load. Each spring, the College will issue a summer intent letter to all full-time faculty. The summer intent letter will outline the priority the College will observe when assigning faculty load for the summer semester.

B. Teaching Assignments

Teaching faculty are assigned to teach credit courses in accordance with SACS credential guidelines. Based on College needs courses may be assigned to be taught during the day and/or evening hours, at any on-campus or off-campus locations, or any combination thereof, and through alternative delivery methods.

C. Teaching Load

1. Fall and Spring Semesters – The fall and spring semesters shall normally consist of 16 weeks of instruction and exam periods. The instructional hour will be defined as 50 minutes. One semester credit hour will be defined as 750 minutes of classroom or equivalent laboratory time plus an exam period. The minimum teaching load shall normally be 15 semester credit hours or 20 instructor classroom/lab contact hours. **See overload section F below and C.5. referencing productivity.*
2. Summer Semester – the summer semester will consist of 12 weeks for instruction and exam periods.
 - a. Lecture courses – the full-time teaching load for summer semester will be 12 credit hours for faculty who teach lecture courses only.
 - b. Laboratory only courses – the full-time teaching load for summer semester will be 15 contact hours for faculty who teach lab courses only.
 - c. Combination of lecture and lab courses – the full time teaching load for summer semester will be 12 to 15 contact hours for faculty who teach a combination of lecture and laboratory courses.
 - d. Faculty teach less than 75% load for the summer semester will be paid at the established adjunct rate.
3. When supervising cooperative education programs, clinical learning experiences, internships, externships, preceptorships, or other off-campus labs or clinical experiences, a full-time teaching faculty member shall not normally be scheduled

for more than 40 hours per week to include scheduled instructional class period, advising, clinical preparation time and assigned supervisory responsibilities.

4. Division Deans and Department Chairs have the responsibility to assign teaching schedules to faculty in a consistent, fair, and academically appropriate manner. In making these assignments, the following factors must be considered:
 - a. An appropriate mix of the type of classes including; lecture, shop, laboratory, clinic, alternate delivery methods
 - b. Reasonable and manageable number and type of preparations (not more than 4 is recommended)
 - c. section size
 - d. headcount productivity of a minimum of 125 total students per semester
 - e. time and location of the classes
 - f. budgetary considerations
 - g. other documented and consistently administered/approved considerations.

Exceptions to the college policy/procedure for faculty teaching/workload and overload compensation must be explained, documented, requested and approved by the Vice President of Education and Training.

5. If a low headcount productivity is present,
 - a. Full time faculty will be assigned an increased load not to exceed 18 semester credit or 24 contact hours.
 - b. Full time faculty may be assigned non-credit courses as part of their teaching load at the discretion of the Vice President of Education and Training. Non-credit courses will be rated as 15 contact hours equivalent to one semester hour of instruction. Faculty who teach non-credit courses outside of their normal credit hours (dual employment) must obtain approval from their department chair, dean, and the Vice President of Education and Training before signing the employee agreement.

D. Other Assigned Duties and Responsibilities

During the Fall and Spring terms, teaching faculty are required to post and maintain a minimum of eight office hours per week to advise students and to assist students with their course work. During the Summer term, office hours will be prorated according to the faculty member's teaching load. In addition to these hours, teaching faculty are responsible for curriculum development, professional development, meetings, committee assignments, and other instructional related duties as assigned and/or required.

Faculty are normally present on-campus a minimum of 30 hours per week Monday through Friday which includes a minimum of eight office hours to fulfill full-time faculty obligations, regardless of course delivery mode.

E. Release Time

Permanent full-time faculty members may be released from a portion of their teaching load as follows:

1. When appointed to an administrative position, release time will be commensurate with the position.
 - a. Academic deans will teach two courses each academic year.
 - b. Department chairs will have a reduced load according to Procedure 3.3.112.1.
 - c. Coordinators will have one course release either fall or spring semester as determined by the Academic Dean.
2. When assigned to perform other duties not normally associated with their primary assigned teaching or administrative duties, release time will be commensurate with the assigned duty. Such assignments are to be considered temporary and normally may not exceed one academic year.

NOTE: Written proposals for release time will be submitted through the supervisory chain for approval by the Vice President of Education and Training.

3. Teaching faculty with a reduced teaching load normally are not eligible for teaching overload compensation; however, extenuating circumstances may warrant overload compensation. Such extenuating circumstances will be determined on a case by case basis based on College needs.

F. Overload Compensation

1. Full-time teaching faculty may receive overload compensation when their assigned teaching work load exceeds; 18 credit hours or 24 contact hours in fall and spring semesters, or 12 credit hours or 15 contact hours in summer semester. **See productivity section C.5. above.*
2. Overload compensation will be at the adjunct faculty rate established in ATC Procedure 6-2-104.1.

3. Overload compensation, including any dual agreements, may not exceed thirty (30) percent of the faculty member's base pay for the fiscal year.
4. Overload requests will be considered on a case by case basis based on College needs.