

INSTITUTIONAL DIRECTIVE 8-8

November 17, 2008

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 COLLEGE.

Title: Faculty Responsibilities, Work Schedule and Loading

I. Purpose

This directive sets forth the policies and procedures governing faculty responsibilities, work schedule and loading.

II. Policy

It is the policy of Piedmont Technical College to establish clearly defined guidelines for determining equitable work schedules, teaching loads, and instructional responsibilities in order to promote quality instruction among all segments of the college's faculty.

III. Responsibilities

Faculty are employed to fulfill the responsibilities necessary to perform teaching and other instructional related duties as delineated in the attached job descriptions.

IV. Loading Guidelines

Parameters for establishing faculty teaching/work load and overload compensation policy/procedure for permanent teaching faculty are shown below:

A. Terms of Employment for full-time Teaching Faculty

1. General

Teaching faculty are employed to perform teaching and other instructional related duties depending upon the needs of the institution. The minimum full time week is 40 hours, to include assigned teaching, office hours, preparation, and any other assigned duties and responsibilities.

2. Regular Academic Year

Teaching faculty are normally employed on 39-week (nine month) employment agreements encompassing the fall and spring semesters. The fall and spring semesters shall normally consist of 15 weeks each for instruction and exam periods.

Office of Responsibility: Chief Educational Officer

3. Summer Session (s)

Teaching faculty may be considered for supplemental employment agreements during the summer. Supplemental employment agreements may be executed for periods up to 13 weeks beyond the basic 39 week employment period.

Compensation may be up to 1/39 of the 39 week salary for each full week worked or on an hourly basis for hours worked. If compensation is on an hourly basis, the rate will be based upon the college's pay plan for temporary/adjunct faculty.

B. Teaching Day

Teaching faculty may be assigned to teach credit or non-credit courses in their area of expertise as part of their primary teaching load. Such courses may be assigned to be taught during the day and/or evening hours, at on-campus and/or off-campus locations and through alternative delivery methods.

C. Teaching Loads

1. The desirable teaching load for either fall or spring semester shall be determined based upon the range established by the State Board for Technical and Comprehensive Education of 15 to 18 semester credit hours or 20 to 24 instructor classroom/lab contact hours or 30 to 36 hours clinical, cooperative education or other non-class/lab assignments. All courses, including Internet/Web/Independent Study, are considered as part of a faculty member's teaching load. Faculty members who are loaded on a credit basis for traditional courses will be loaded on a credit basis for Internet/Web/Independent Study. Faculty members who are loaded on a contact basis for traditional courses will be loaded on a contact basis for Internet/Web/Independent Study.
2. The teaching load for program coordinators, department heads and division chairpersons/deans may be reduced to provide time for the performance of the administrative duties and responsibilities normally associated with the specific job assignment. Such reductions will be made from the upper limit of the loading range with appropriate written justification to the Chief Educational Officer that take into consideration: the number of full-time faculty supervised, the number of part-time faculty supervised, the number of credit students instructed by the program/department, and special assignments or projects.

Loading Range Summary:

	Credit Hours	Contact Hours	Clinical Hours
Instructor	15-18	20-24	30-36
Program Coordinator	12-15	17-20	25-30
Dept Head	10.5-12	14-17	21-25
Dean	3-6	4-8	6-12
Off Campus Academic Coordinators	12		

- 3 In semesters when the funds allocated to the college are adequate to support the instructional budget of an academic division, the teaching load of the faculty of the division may be calculated at the lower end of the range not to fall below 15 credit hours, 20 contact hours or 30 clinical hours. When conditions dictate, the Executive Council may declare a financial exigency for a specific period of time and increase the assigned instructional hours to the upper end of the range not to exceed 18 credit hours, 24 contact hours or 36 clinical hours. Financial exigencies should be declared, when possible, 6 weeks prior to the beginning of the affected term. Under such circumstances, increases will be equitably assigned to all faculty.
- 4 Internet course development includes the identification of an appropriate new or existing course for internet delivery, approval of the course by the Chief Educational Officer and development of the course to appropriate quality standards. Faculty developing a course for Internet delivery may receive either one semester of release time comparable to the credit hours of the course or a stipend. The Chief Educational Officer will determine on a course-by-course basis whether to provide release time or a stipend for each course being developed for Internet delivery. Payment for online course development will be paid at the end of the term during which the course was developed. This will be a one-time activity for the identified course.

The following guidelines are to be used to determine faculty loading for Internet courses:

Number of Students Enrolled at end of Drop/add	% of Course Credit/Contact	3 Hour Course	4 Hour Course
1-4	25%	.75	1.0
5-8	50%	1.5	2.0
9-11	75%	2.25	3.0
12 or above	100%	3.0	4.0

5. Hours generated through independent study will be included in determining a faculty members teaching load. Independent study courses should only be arranged as a last option for creating a student's class schedule and must be approved by the Chief Educational Officer. Faculty members may have no more than a total of 6 students in any term scheduled for independent study courses.

The following guidelines are to be used to determine faculty loading for independent study courses:

Number of Independent Study Students Enrolled Per Instructor at end of Drop/add	% of Course Credit/contact	1Hour Course	2Hour Course	3 Hour Course	4 Hour Course
1-3	20%	.2	.4	.6	.8
4-6	40%	.4	.8	1.2	1.6

6. The full-time faculty's credit teaching workload for the summer session shall normally consist of 12 semester credit hours (converted to 18 contact hours) or 24 instructor classroom/lab contact hours. Credit teaching loads for summer mini-terms shall be prorated accordingly.

Loading Range Summary for Summer for Deans, Department head, program coordinators

	Credit Hours	Contact Hours	Clinical Hours
Instructors	12	24	36
Program Coordinator	9	20	30
Dept Head	6	17	25
Dean	3	8	612
Off Campus Academic Coordinators	9		

7. The carry-over of credits or contact hours as part of an instructor's summer teaching load that are above the top of the range of an instructor's teaching load for either the fall or spring semester will normally not be allowed except under extenuating circumstances. Such exceptions must be approved by the Chief Educational Officer prior to the end of the spring term preceding the summer term in which the faculty member is scheduled to teach. In such situations, no more than a total of 3 credit hours or 5 contact hours or a maximum of 25% of an instructor's normal summer teaching load will be allowed as carry-over into the first summer mini-term. Under no circumstances will credit hours or contact hours be carried over as part of an instructor's summer teaching load into the second summer mini-term, which falls within the next fiscal year of the college.
8. In assigning teaching loads and determining overload compensation, consideration should be given to the following productivity factors:
 - a. types of classes, (lectures/shops/lab/clinic, alternate delivery methods)
 - b. number of preparations,
 - c. section size and total number of students,
 - d. time and location of classes,
 - e. budgetary considerations, and
 - f. other documented and consistently administered/approved considerations (college procedures must specify)
9. The assignment of the teaching/work load of all teaching faculty, program coordinators and department heads of each academic division will be the

responsibility of the dean of the division within the college policy/procedures. Prior to the beginning of each term, the assigned teaching/work load of all teaching faculty, program coordinators and department heads will be forwarded to the Chief Educational Officer for approval. Exceptions to the college policy/procedures for faculty teaching/work load and overload compensation must be explained and documented in advance for approval by the Chief Educational Officer.

10. The teaching/work load of faculty employed primarily to supervise cooperative educational programs, clinical learning experiences or other non-traditional instructional programs will be normally scheduled for more than the clinical hours within the established range. Should additional responsibilities such as student advisement, office hours, committee assignments or any other instructional related duties be assigned, the teaching/work load shall not exceed a total of forty (40) hours per week. When a faculty member's teaching/work load includes a combination of lecture, laboratory and clinical instruction, contact hours within the established range shall be used.

D. Other Assigned Duties and Responsibilities

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. In addition to these hours teaching faculty are responsible for curriculum development, committee assignments, and other instructional related duties as assigned.

E. Release Time

1. Teaching faculty may be released from some or all of the normal teaching load to perform instructional related administrative assignments that are not normally associated with the primary job assignment. Such assignments are to be considered temporary and normally may not exceed one academic year. Any instructional related administrative assignment that necessitates extension beyond two academic years will require SBTCE concurrence.
2. The following formula will be used for assigning release time to full-time faculty:

$$2 \text{ work hours per wk.} \times 15 \text{ weeks} = 1 \text{ credit hour}$$

3. Teaching faculty with a reduced teaching load normally are not eligible for teaching overload compensation, however, extenuating circumstances may warrant overload compensation. Load reductions must be approved by the Chief Educational Officer.

V. Other Factors

- A. At those times that the established teaching load does not adequately reflect a faculty's work load, justification should be sent to the Chief Educational Officer for approval prior to the beginning of the semester/term.
- B. An instructor employed to only supervise clinical learning experiences will not be normally scheduled for more than the clinical hours within the established range. Should additional responsibilities such as student advisement, office hours, committee assignments or any other instructional related duties be assigned, the instructor shall not exceed a total of forty (40) hours per week.

- C. When instructors are assigned loads in excess of a full teaching/work load (minimum 37.5 hours per week) during any semester, they may be compensated for overload teaching assignments. The compensation for teaching overload will be at the approved rate. Overload can be paid only when the range maximums are exceeded.
- D. Every attempt shall be made to assign appropriate teaching/work loads within each term using the college policies/procedures. When an instructor is assigned less than a normal load, additional compensation may not be earned until the loading average is exceeded. Should the load be less than normal and future over-loading is not anticipated, an instructional development project or another appropriate project may be assigned with the advanced approval of the Chief Educational Officer.
- E. The development of approved instructional development projects may be recognized as equivalent of up to three semester hours for the purpose of teaching load assignments. All instructional development projects must be approved in advance of the beginning of the semester/term by the Chief Educational Officer.
- F. Full-time faculty may be temporarily released from a portion of their teaching load when assigned other instructional related duties not normally associated with their primary assigned teaching or administrative duties. In such instances, such release time must be approved in advance by the Chief Educational Officer, with the concurrence of the President.
- G. Academic deans have the responsibility to ensure that teaching schedules of faculty are assigned in a consistent, fair, and academically appropriate manner based upon recommendations of the department heads. In making these assignments, each division dean should establish written guidelines for use internally to that division. These guidelines should be reviewed with the Chief Educational Officer prior to their implementation or to their revision.
- H. Academic deans shall document in writing to the Chief Educational Officer the actual teaching/work load of all faculty, program coordinators and department heads by the sixth instructional day of each semester term and the fourth instructional day of summer term and approved where it meets institutional policy regulations by the Chief Educational Officer.

VI. Overload Compensation

Faculty who are assigned more than a full teaching/work load (minimum 40.0 hours per week) during any term may be compensated for overload teaching assignments. The rate of compensation for teaching overload will be based upon the college's pay plan for temporary/adjunct faculty. Overload compensation may not exceed one additional course per term without the approval of the Chief Educational Officer. Overload compensation, including all dual employment agreements may not exceed thirty per cent (30%) of the faculty member's base pay for the fiscal year. The faculty member may be paid for overload hours worked during the current payroll cycle if it is assured that there will be a full teaching/work load for both the fall and spring terms. To ensure that overload has been paid only to the extent that the faculty member's total teaching/work load for those terms exceeds their full teaching/work load for those terms, payment may be withheld until the end of the spring term. Dual employment authorization must be obtained prior to payment of overload compensation.

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DEPARTMENT HEAD RESPONSIBILITIES

Revision 7/18/05

POSITION FUNCTION:

The department head is responsible to the division dean for the management of an assigned department, the supervision of staff assigned to the department, and the promotion and operation of all full and part-time programs related to this department.

1. Foster and promote all educational programs, institutes, clinics and activities offered through the department and the Continuing Education Division.
2. Plan departmental staff assignments in cooperation with counterparts and other divisional department as necessary.
3. Assist in the development of instructor's effectiveness within the department and to improve instructional methodology and the learning process through performance evaluation and planned in-service activities.
4. Recommend Advisory Committee members and agenda items, and serve as a committee catalyst as well as recording secretary.
5. Assist in the evaluation of existing educational programs/courses and the development of new curricula for the assigned department.
6. Administer faculty and student regulations within the department.
7. Work with the Student Services Development in the recruitment, admission and retention of students and cooperate with this division to utilize counseling services.
8. Advise and keep records of assigned student advisees in accordance with division and departmental policy and procedure.
9. Represent the department/division/campus by participating in community and professional meetings related to assigned department.
10. Make recommendations considering the hiring, evaluation, and loading of both full-time and adjunct instructors in the assigned department.
11. Maintain proper control and effective use of all physical facilities and supplies in the assigned department.
12. Assist with the preparation of departmental reports and budgets in cooperation with staff as input into the area planning/reporting system.
13. Cooperate with the Student Services Development in the placement and follow-up of students.
14. Participate in the bidding process for equipment including specifications preparation.
15. Teach courses as assigned and in accordance with the established syllabi.

RELATIONSHIPS:

Internal:

1. Work cooperatively with other college departments/divisions to meet the educational needs of students.
2. Utilize the services of staff specialists and coordinators.

External:

1. Maintain contacts with appropriate business, industrial, agency and community organizations/individuals in the college service area.

INSTRUCTOR/COORDINATOR DUTIES/RESPONSIBILITIES

Revision 7/18/05

POSITION FUNCTION:

Those faculty positions are responsible to the appropriate department head for the following key result areas:

1. Instruction:
 - a. Assessment (of the needs)
 - b. Planning (to meet the needs)
 - c. Implementation (delivery system)
 - d. Evaluation (of students, all above)
2. Student Advisement:
 - a. Assessment (student academic objectives, constraints, etc.)
 - b. Planning (course selection, schedule planning)
 - c. Implementation (delivery system)
 - d. Evaluation (record keeping, all the above)
3. College Service:

Committee work, registration assistance, recruitment assistance, special projects, cooperative work experience coordination, placement assistance, laboratory/equipment maintenance, etc.
4. Community Service:

Civic/professional activity involvement, community relations assistance, etc.

SPECIFIC DUTIES:

- A. Coordinate the assessment of program instructional needs and to assist in the planning and delivery necessary to meet those needs.
 1. Prepare and/or maintain accurate course syllabi for all program courses.
 2. Teach courses as assigned and in accordance with the established syllabi.
 3. Assist with the assurance that courses within the assigned area of responsibility are taught in accordance with the established syllabi.
 4. Coordinate the maintenance of accurate scholastic and all other required records.
 5. Research and recommend for approval adequate instruction materials for courses within the assigned area of responsibility.
 6. Coordinate the maintenance of adequate laboratory facilities/equipment for courses within the assigned area of responsibilities.
 7. Monitor the development and/or execution of program tasks and projects in the areas of curriculum or instructional support.
 8. Participate in the operation of the department's program advisory committee as determined by the department head.

- B. Assist in the formulation and implementation of division/departmental program advising procedures.
 - 1. Serve as academic advisory to students as assigned by the department head.
 - 2. Advise and keep records of assigned advisees in accordance with division and departmental advising policy and procedure.
 - 3. Assist advisees in schedule planning in accordance with the published program course sequence and student needs.
 - 4. Make student referrals when deemed necessary to other college personnel, such as the department head, counselor, financial aid officer, etc., for more specialized information and assistance.
 - 5. Maintain established office hours.
- C. Renders service in those non-instructional (classroom/ laboratory/ shop activities which have bearing on the operation of the division/ department/ program and the accomplishment of its objectives).
 - 1. Assist in departmental/program recruitment and placement activities.
 - 2. Assist the maintenance/enhancement of communication between the college and appropriate community organizations/ individuals.
 - 3. Participate in the formulation, interpretation, and application of division policies and procedures (through committee assignments, departmental meetings, etc.)
 - 4. Participate in the formulation of the annual departmental objectives and budget.
 - 5. Participate in the implementation and operation of the department's evening and part-time student continuing education efforts whenever feasible.
 - 6. Maintain the operation of cooperative education within the assigned area of responsibility as outlined in established procedures.
- D. Professional make efforts to keep pace with developing trends and ideas both in vocational/technical education and in one's technical specialty.
 - 1. Assist the department head in development of departmental professional development activities.
 - 2. Engage in professional development activities, according to individual professional needs and interests, which can make a positive contribution toward the attainment of divisional and departmental goals.
- E. Render services, when possible, especially professional service, to the college and the community.
 - 1. Participate in campus-wide activities, such as membership on committees and advising student clubs, whenever feasible.
 - 2. Engage in community service activities, insofar as is related to ones individual needs, interests, and expertise, which will serve to enhance the mission and stature of the college in the community.

INSTRUCTOR DUTIES/RESPONSIBILITIES
(Full-time) Revision 7/18/05

POSITION FUNCTION:

Divisional faculty are responsible to the appropriate department head for the following key result areas:

1. Instruction:
 - a. Assessment (of the needs)
 - b. Planning (to meet the needs)
 - c. Implementation (delivery system)
 - d. Evaluation (of students, all above)
2. Student Advisement:
 - a. Assessment (student academic objectives, constraints, etc.)
 - b. Planning (course selection, schedule planning)
 - c. Implementation (delivery system)
 - d. Evaluation (record keeping, all the above)
3. College Service:
(Committee work, registration assistance, recruitment assistance, special projects, cooperative work experience assistance, placement assistance, laboratory/equipment maintenance, etc.)
4. Community Service:
(Civic/professional activity involvement, community relations assistance, etc.)

SPECIFIC DUTIES:

- A. Participate in the assessment of the department's instructional needs and to assist in the planning and delivery necessary to meet those needs.
 1. Prepare and/or maintain accurate and up-to-date course syllabi for each course taught.
 2. Teach courses as assigned in accordance with the established syllabi.
 3. Maintain accurate scholastic and all other required records.
 4. Research and recommend for approval adequate instruction materials for courses taught.
 5. Maintain adequate laboratory facilities/equipment for courses taught.
 6. Participate in the development and/or execution of departmental tasks and projects in the areas of curriculum or instructional support.
 7. Participate in the operation of the department's program advisory committees as determined by the department head.
- B. Assist in the formulation and implementation of division/ departmental student advising procedures.
 1. Serve as academic advisor to students assigned by the department head.
 2. Advise and keep records of assigned advisees in accordance with division and departmental advising policy and procedure.
 3. Assist advises in schedule planning in accordance with the published program course sequence and the student needs.
 4. Make student referrals when deemed necessary to other college personnel, such as the department head, counselor, financial aid officer, etc., for more specialized information and assistance.

5. Maintain established office hours.
- C. Render service in those non-instructional (classroom/ laboratory/ shop) activities which have bearing on the operation of the division/ department and the accomplishment of the objectives.
1. Assist in departmental recruitment/placement and cooperative education activities.
 2. Assist in the maintenance/enhancement of communication between the college and appropriate community organizations/ individuals.
 3. Participate in the formulation, interpretation, and application of division policies and procedures (through committee assignments, departmental meetings, etc.)
 4. Participate in the formulation of the annual departmental objectives and budget.
 5. Participate in the implementation and operation of the department's evening and part-time student education efforts whenever feasible.
- D. Professionally make efforts to keep pace with developing trends and ideas both in vocational/technical education and in one's technical specialty.
1. Assist in the development of departmental professional development activities.
 2. Engage in professional development activities, according to individual professional needs and interests, which can make a positive contribution toward the attainment of divisional and departmental goals.
- E. Render service, when possible, especially professional service, to the college and the community.
1. Participate in campus-wide activities, such as membership on committees and advising student clubs, whenever feasible.
 2. Engage in community service activities, insofar as is related to one's individual needs, interests, and expertise, which will serve to enhance the mission and stature of the college in the community.