

## **WGTC 6.1**

### **Faculty Load**

Faculty members are employed at West Georgia Technical College to provide instruction and perform other duties based on the needs of the College. To ensure the quality and integrity of the academic programs, the College has implemented the following procedures.

Faculty members are expected to work a minimum of 40 hours per week engaged in activities either directly or indirectly related to instruction. A minimum of 35 hours per week, exclusive of time off for meals, must be spent on campus. Faculty responsibilities will be assigned by Deans and approved by the Assistant Vice President for Academic Affairs or the Vice President for Academic Affairs or designee. Schedules and teaching loads may be revised at any time based on specific needs and instructional scheduling demands.

**Teaching Assignments**—Faculty responsibilities for direct instructional hours will vary based on the inherent instructional nature of each program and division. Instructional hours are generally considered those hours spent directly involved in the activity of instructing, facilitating, or supervising students either in a classroom setting or through alternative instructional media formats such as would be required for online or hybrid instruction. Instructional hours include but are not limited to a combination of day, evening, online, individualized instruction, or coordination and supervision of internships or clinical contact hours. These hours will vary by division or program within parameters generally associated with credit hours or weekly contact hours. The optimal teaching assignment will be 18 credit hours not to exceed maximum of 29 contact hours for Fall and Spring semester. In the Summer semester, the optimal teaching assignment will be 12 credit hours not to exceed a maximum of 29 contact hours. The Academic Dean must have approval in writing from the Vice President of Academic Affairs for a faculty member to teach more than 50% of their individual semester course load online. The only exception is faculty that are classified as completely online instructors which may teach all of their courses online.

Faculty teaching loads should allow for effective and efficient teaching. In assigning individual teaching loads the Academic Dean of each area will take into consideration the following productivity parameters:

1. Types of classes (lecture, lab, clinical, internships, online delivery, etc.)
2. Number and type of preparations
3. Advisement load
4. Section or class size
5. Overall course credit or contact hour load
6. Budgetary considerations
7. Overall annual teaching load
8. Committee or Project Assignments
9. Accreditation activities
10. Other documented and consistently administered/approved considerations

**Other Duties and Responsibilities—** Indirect instructional hours are equal to 40 hours less any direct instructional hours. Full-time faculty are required to post and maintain a minimum of 5 on-campus office hours per week to advise students and to assist students with their course work. In addition, full-time faculty teaching online courses must schedule at least two online office hours weekly. All full-time faculty members are expected to perform duties and responsibilities in support of the college, their program, and their students. These duties and responsibilities may include but are not limited to academic advisement, curriculum design and development, professional growth and development, business and industry visits, advisory committee meetings, program assigned leadership, accreditation or articulation activities, faculty meetings, seminars, student recruitment and retention events, or other scheduled College events to include graduation/commencement exercises unless granted prior approval by their respective Associate Dean or Academic Dean.

All faculty are encouraged to serve on committees such as Academic Affairs/Curriculum, Institutional Effectiveness, Safety, Calendar, Online Committee, and other standing or Quality Enhancement Team committees or to serve on ad hoc or project teams for the enhancement of the college, their program, or in serving the needs of their students. Committee work is considered part of the faculty member's professional obligation.

**Full-Time Faculty and Exempt Staff with Adjunct Faculty Agreements—** Full-time faculty teaching beyond the regular teaching load shall be compensated for the additional instructional time. Additional course assignments shall be taught on an adjunct agreement basis and compensation provided based on the current scale for adjunct faculty.

Adjunct agreements for full-time faculty and exempt staff **will not exceed two class sections (2)** per each academic year. Faculty members must have approval to teach adjunct agreements. The Dean is responsible for ensuring that the full-time faculty and/or staff does not exceed adjunct appointment limitation for either traditional, hybrid, and/or online courses. The Dean must have approval from the Assistant Vice President for Academic Affairs

and/or the Vice President for Academic Affairs for all adjunct agreements. All adjunct faculty teaching assignments by full-time faculty members and exempt staff **must occur outside of their regular scheduled 40-hour work week**, to include course preparation. Adjunct agreement approvals will be documented and maintained by the Dean on each campus.

The Assistant Vice President of Academic Affairs must pre-approve any adjunct appointment for a Dean. These approvals will only be given in an emergency situation and should not be considered as the norm.

**Adjunct Faculty Agreements** – Adjunct faculty assignments should not exceed the parameters set for full-time faculty. Adjunct faculty assignments must follow provisions established for the Affordable Health Care Act to include adjunct instructional workload. Adjunct faculty cannot work simultaneously in two employment classifications at WGTC.

**Outside Employment** – As employees of a state agency, full-time faculty cannot work outside the College without the permission of the President. Adjunct faculty cannot work simultaneously with any other TCSG college while classified as a WGTC employee.

Reference: State Board Policy 4.1.8.  
State Board Procedure 4.1.8p.  
<https://tcsգ.atlassian.net/wiki/spaces/policymanual/overview>

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