LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

TO: Dr. Monty Sullivan
              LCTCS President

THROUGH: Ms. Susie Schowen
              Vice President of Education

FROM: Dr. Wendi Palermo
              Chief Education and Training Officer

DATE: March 31, 2023

SUBJECT: Review and Advisement: New LCTCS Policy #6.501 – Faculty Workload

FOR BOARD REVIEW AND ADVISEMENT

Recommendation: Staff recommends that the Board receive for review and advisement the new LCTCS Policy #6.501 Faculty Workload.

Background: The #6.501 Faculty Workload policy was developed to establish a fair and equitable workload policy to be administered at the college level.

At the January 2023 President Advisory Council of Chancellors (PACC), it was recommended that the Chief Student Affairs Officers (CSAO), Chief Academic Officers (CAO), and Human Resource groups should develop a policy that defines faculty workload. A draft of the policy was created and discussed. Feedback was requested and a final draft was presented to the functional groups in February 2023. The CSAO/CAO group voted to approve the draft document with suggested revisions. A vote to approve occurred at the March 2023 PACC meeting with a minor edit. A final draft was re-circulated by the College Chancellors to their CAO, CSAO, and Faculty Senate Presidents.

Fiscal Impact: N/A

History of Prior Actions: N/A

Benefits to the System: The development of this new policy is designed to reflect a systemwide approach to faculty workload.

_____   April 12, 2023
Approved for Recommendation to the Board   **Date**
Dr. Monty Sullivan

Signature: *Wendi Palermo*   **Signature:** *Susana Schowen (Apr 3, 2023 12:31 MDT)*

Email: wendipalermo@lctcs.edu   **Email:** susanaschowen@lctcs.edu

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 6.501

Title: Faculty Workload

Authority: Board Action

Original Adoption:
Effective Date: 07/01/2023
Last Revision:

It is the intent of the Louisiana Community and Technical College Board of Supervisors to establish a fair and equitable workload policy to be administered at the college level. All colleges within the LCTCS shall establish faculty workload policies and procedures that are in alignment with this system policy. Each college shall develop, approve, and maintain a detailed job description for each classification of faculty member employed at the institution.

Definition of Faculty

For the purposes of this policy, the definition of faculty shall be those full and part-time faculty who teach in for-credit programs. The primary focus of faculty shall be in alignment with a detailed job description for each classification.

Faculty Workload

Faculty workload shall be assigned in an equitable manner across the twelve colleges of the LCTCS. The core components of faculty workload include but are not limited to instruction, lesson planning, grading, student advising, service on institutional committees, professional development, student recruitment, accreditation activities, developing innovative approaches to learning, and attending commencement exercises. Faculty member responsibilities and workload are defined by the faculty contract and position description, and are planned and discussed in the annual performance, planning, and review process. Workload allocations may vary among faculty members and divisions given the requirements of specific programs, disciplines, and locations. As per LCTCS Policy #6.003, all colleges within the LCTCS shall ensure that the full-time faculty workload equates to a minimum of 40 hours per week.

Teaching Load

The teaching load is the portion of a faculty member's total workload directly associated with the delivery of instruction during a semester or academic term, an academic year, or a contractual period. Faculty teaching loads during the academic year may include such combinations of on- and off-campus, day, evening, online, and weekend classes as the needs of the college require. The normal teaching load for full-time faculty members is fifteen (15) credit hours per semester or equivalent for the fall and spring semesters of the academic year with a teaching load of up to ten (10) credit hours per summer semester for 12-month faculty members.

Colleges may utilize release time from teaching load to compensate faculty members for work assigned that is not instruction. The maximum number of instructional contact hours per week for full-time teaching faculty shall be determined by policy as approved by the college chancellor but may not exceed thirty (30). For faculty whose courses involve laboratory and clinical responsibilities with extensive contact hours or who teach courses with low enrollments, a teaching load equivalent may be calculated based on local college policy. Faculty may be asked to assume overload assignments for additional compensation at rates approved by the college chancellor. Overload assignments may include credit or non-credit instruction. A faculty member may decline an overload assignment without prejudice to his/her record with LCTCS.

The workload for part-time faculty shall not exceed 29 hours per week; this cap is based on the requirements of the Affordable Care Act and represents 72.5% of a full-time faculty workload. On a fiscal year basis, this equates to a teaching assignment of 28 credit hours or fewer, including fall, spring, and summer terms. Decisions about workload allocation will be reached based on discussion between the faculty member and the Dean or other appropriate academic officer through the planning process, with final approval given by the chief academic officer.

Overload Assignments for Full-time Faculty

Overload assignments for faculty in the LCTCS will be restricted to those that are clearly above and beyond the duties and responsibilities expected of a full-time faculty member. It is the chief academic officer's responsibility to evaluate the budgetary impact of a proposed overload and to determine, after due consultation with the faculty member, the division dean, or other appropriate administrative officer, whether an instructional assignment is clearly above and beyond the duties and responsibilities expected of a full-time faculty member.

Faculty members who have been released from one or more courses to take on other duties may be paid overload for an additional instructional assignment if that assignment is clearly above and beyond the duties required of full-time faculty.

Teaching assignments should not exceed 21 credit hours or equivalent per semester. In extenuating circumstances, the chief academic officer may approve an assignment in excess of the 21-credit hour limit for a full-time faculty member.

I.10.Policy 6.501 Faculty Workload

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