

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number:	8.2.1.1
Related Policy:	8.2.1
Title:	Instructional Loading Guidelines for Faculty
Authority:	Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility:	Executive Vice President for Academic and Workforce Development
Original Approval Date:	09-09-1993
Last Cabinet Review:	10-05-2022
Last Revision:	10-05-2022

Chairperson

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. Terms of Employment for Full-time Faculty

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 37.5 hours, to include instruction, instructional development, student advisement, college and/or community service, professional development, instructional and management, and other assigned duties.

A. Regular Academic Year

Faculty are normally employed for 39-weeks (nine-month) employment agreements encompassing the fall and spring semesters.

B. Summer Session(s)

Faculty may be considered for supplemental employment opportunity during the summer. The College may execute a supplemental employment opportunity for a period up to thirteen (13) weeks beyond the normal thirty-nine (39) week employment period. During the summer session(s) the faculty may be paid 1/39 of the 39-week salary for each full-time week worked. The faculty will be paid during the summer(s) on a pro-rata contract for a reduced instructional load. If compensation is on an hourly basis, the rate will be based upon the individual faculty member's base pay (Annual Equivalent Salary divided by 2080) or the College's pay plan for temporary/adjunct faculty whichever is greater. Teaching faculty who work outside their base period of

thirty-nine weeks (nine-months) of employment, are not considered to be working in a dual employment arrangement but are instead considered to be on summer employment.

II. Teaching Assignments

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 during the day, evening hours, off campus locations, or any combination thereof, and through alternate delivery methods. Teaching faculty are employees of the college and may be assigned to any campus/site within the college's service area depending upon the business needs of the college. Faculty are expected to be on campus minimally 30 hours, 5 days a week, Monday through Friday.

III. Teaching Loads

Each semester will normally consist of sixteen (16) weeks for instruction and exam periods. The desirable teaching load will be 15 - 18 credit hours per semester or 20-24 faculty classroom or lab contact hours.

The desirable teaching load for the full summer session (as defined in Section I.B) shall be proportional to the College's full-time teaching load for a semester. Faculty scheduled to teach summer mini-terms shall be compensated based upon prorated desired teaching loads. Academic Chairpersons should make every effort to limit the number of faculty class preparations to three per semester.

Each academic department will load faculty by either credit or contact hours, based on the predominant program instructional mode of delivery (i.e. lecture or combination of lecture, lab and clinical). Exceptions may be made as approved by the Executive Vice President for Academic and Workforce Development.

Programs with Contact Hour Teaching Load Calculation Method

Credit Hour Load 15-18	Contact Hour Load 20-24
English, Communication, Humanities/Fine Arts	Natural and Physical Sciences
Mathematics	Developmental Studies
Business	Personal Care (Cosmetology and Esthetics)
Criminal Justice, Paralegal, and Human Svcs	Forestry and Wildlife
Social and Behavioral Sciences	Golf and Sports Turf Management
Early Care and Education	Advanced Manufacturing, Engineering Technologies, and Aviation
Digital Arts	Culinary
	Computer Technology
	Nursing and Health Science

The College's established load takes into account the normal teaching assignments for each department. At times, the established teaching load may not adequately reflect a faculty's workload. When an Academic Dean feels that a special situation exists, a memorandum of justification should be sent to the Executive Vice President for Academic and Workforce Development. for approval prior to the beginning of the semester. Some factors that could be considered are:

1. Types of classes
(lecture/shop/laboratory/clinical/CWE/SCWE/internships/alternate delivery methods),
2. Number and type of preparations,
3. Section size,
4. Time and location of the classes,
5. Budgetary considerations, and
6. Other documented and consistently administered/approved considerations
(Individual College procedures must specify).

Exceptions to the College policy/procedure for faculty teaching/workload and overload compensation must be documented by the Academic Dean and approved by the Executive Vice President of Academic and Workforce Development prior to the beginning of the semester.

The teaching load for Department Chairs or Assistant Chairs may be reduced to provide time for the performance of the administrative duties and responsibilities normally associated with the specific job assignment. Department Chairs with a reduced teaching load are normally 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 with a recommendation from the appropriate Academic Dean for approval by the Executive Vice President for Academic and Workforce Development.

Department Chairs, Assistant Chairs, and anyone who receives release time, are not eligible for overloads. These positions receive release time and/or a salary supplement to provide additional support for the management and oversight for the area. Department Chairs have three tier levels, which reflect the responsibilities of the program type, locations, clinical responsibilities, enrollment, number of faculty, accreditation.

FALL and SPRING

During non-instructional times, all full-time Faculty are required to attend all announced faculty meetings, including Academic and Workforce Development, all-college, graduation, and other functions that relate to their specific department.

A fulltime load for the fall and spring semester, as well as the salary supplement for leadership roles are defined in the chart below.

	Load Hours Credit	Load Hours Contact
Faculty	15-18	20-24
Assistant Chairs	12-15	17-20
Department Chairs, Tier I	12-15	17-20
Department Chairs, Tier II	9-12	14-17
Department Chairs, Tier III	6-9	10-14
AVP	0-3	0-4

Loading for SCWE courses will use the following calculation determine load hours:

$$\frac{\# \text{ of students} \times \# \text{ of visits to the site} \times \# \text{ of hours spent}}{\# \text{ of weeks of course}}$$

Example: 18 students X 3 visits X 2 hours per visit / 10 weeks of course = 10.8 load hours

Due to the unique structure of some preceptor and clinical courses, a modified version of the calculation may be used. This calculation must be approved by the Executive Vice President for Academic and Workforce Development and applied as follows:

$\# \text{ hours (based on miles per table below)} + \# \text{ hours based on } \# \text{ days at site (per table below)}$
divided by $\# \text{ of weeks in term} = \# \text{ contact hours per week for term}$

Visit occurring outside the College service area	# hours received based on miles	# hour received based on days on site
Within 150 miles	8 hours	n/a
Between 150-300 miles	8 hours	8 hours per day
Over 300 miles	16 hours	8 hours per day

Visits under these circumstances should be limited and approved by the respective academic Dean.

SUMMER

Faculty teaching full-time in the summer are loaded at 12-15 credit hours or 20-24 contact hour range.

	Load Hours - Credit	Load Hours - Contact
Faculty	12 - 14	20 - 24
Assistant Chairs	9 - 12	16 - 20
Academic Chairs, Tier I	9 - 12	16 - 20
Academic Chairs, Tier II	6 - 9	12 - 16
Academic Chairs, Tier III	6 - 9	8 - 12
Deans/AVP	0 - 3	0 - 4.5

Maymester is included with the summer semester. Faculty who teach during this term are required to maintain office and campus hours.

Load Hours	Minimum Posted Office Hours	Minimum Campus Hours
1 course	2	12 hours
2 courses	4	24 hours

Faculty teaching during summer are required to provide the following:

Load Hours	Minimum Posted Office Hours	Minimum Campus Hours
Full time	8	30 hours - 4 days/week
$\frac{3}{4}$ time	6	20 hours – 3 days/week
$\frac{1}{2}$ time	4	15 hours - 2 days/week
$\frac{1}{4}$ time	2	7.5 hours – 1 day/week

Some Friday and Saturday classes may be scheduled. The expectation is that faculty will attend all called college, committee, and/or departmental meetings and events if requested by their supervisor or administration. Required events include Commencement, Garden Party, Pinnings, and similar celebrations/meetings. Faculty will also be required to accept assignments on multiple campus or different locations. Faculty may elect to hold office hours on Fridays, which is acceptable and may be coordinated with your supervisor.

Teaching Faculty assigned to positions with supervisory and/or management responsibilities may be authorized a reduction in the normal teaching load for the assigned discipline and/or an administrative pay supplement of up to a maximum of \$750.00 per month for Department Chairs and \$250.00 for Assistant Chairs. The teaching load reduction/administrative pay supplement will be calculated on a point system.

The assignment of a faculty member to serve as Department Chair or Assistant Chair is a yearly appointment. Recommendations for Department Chair and Assistant Chair are made by the

Academic Dean to the Executive Vice President for Academic and Workforce Development with final approval by the President. A change in a Department Chair's or Assistant Chair's appointment may occur mid-year or at any time based on College Procedure 3.2.3.3. - Compensation Plan for Unclassified Faculty.

IV. Other Assigned Duties and Responsibilities

Faculty are required to post and maintain a minimum of eight (8) office hours per week to advise students and to assist students with their course work and should be offered at times which accommodate students. In addition to these hours, teaching faculty are responsible for curriculum development, committee assignments, and other instructional related duties as assigned.

V. Release Time

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 (1) academic year. Requests for partial release time must be approved by the Executive Vice President for Academic and Workforce Development before special assignments are made. Any instruction- related administrative assignment that necessitates extension beyond two academic years will require State Board for Technical and Comprehensive Education (SBTCE)-Human Resource concurrence. Full-time release requires the approval of both the Executive Vice President for Academic and Workforce Development and the President. Any instructional related administrative assignment that requires extension beyond two (2) academic years will require State Board for Technical and Comprehensive Education Human Resource Service concurrence.

Teaching faculty with a reduced teaching load are normally not eligible for teaching overload compensation. However, extenuating circumstances may warrant overload compensation, such as:

1. Institutional sponsored technical upgrading,
2. Development and presentation of in-service training sessions or seminars, and
3. Special departmental/divisional/institutional recruitment/retention projects.

Such extenuating circumstances will be determined on a case-by-case basis by the supervising dean and approved by the Executive Vice President for Academic and Workforce Development.

VI. Overload Compensation

Teaching Faculty who are assigned more than a full teaching/workload (minimum 37.5 hours per week) during any semester may be compensated for overload teaching assignments. The hourly rate of compensation for teaching overload will be based upon the highest of the individual faculty member's base pay and rounded to the higher number (annual equivalent salary divided by 2080 hours) or the approved highest adjunct faculty hourly rate. Overload for faculty are limited to 2

courses each semester. Additional courses may be allowed in extenuating circumstances and require the approval of the Vice President for Academic and Workforce Development. Overload compensation, including any dual employment agreements may not exceed 30 percent (30%) of the faculty member's base pay for the fiscal year, excluding summer employment. Faculty are limited to a maximum of a 2-course overload each semester. Extenuating circumstances may be approved by the Executive Vice President for Academic and Workforce Development. *Overload Calculation is based on one full additional class above the minimum credits or contact hours per semester, identified by the President of the College. The College cannot defer payment for overloads earned in the Fall or Spring Semester to the Summer Term because State regulations do not allow deferment of payment from one fiscal year to another.*

Teaching Faculty will normally not be paid an overload until their instructional load exceeds the fulltime teaching load as defined in *III. Teaching Loads* above; however, extenuating circumstances may warrant overload compensation prior to exceeding the prescribed fulltime load and must be approved by the Executive Vice President for Academics. Faculty in situations where hours of dual employment directly conflict/overlap with scheduled fulltime teaching obligations within their prescribed 37.5-hour work week will only be compensated for their fulltime teaching duties and will not be eligible for an overload compensation for their dual employment.

VII. Adjuncts

Faculty who are not permanent employees will be considered Adjunct Faculty and employed in a temporary status. Adjunct Faculty may teach up to a full credit/contact course load, or as approved by the Executive Vice President for Academic and Workforce Development or designee.