

6.2.1 Faculty Workload

- A. Faculty workload is determined by a point system which takes into account the number of class hours, lab hours, preparations, number of students taught, nature of the subject, clerical help available, and other responsibilities assigned to or assumed by the faculty.
- B. The appropriate workload of each faculty member employed at Blue Ridge Community College will be determined by the administering Dean with the approval of the Vice President for Instruction.
- C. Points awarded for lab/clinic/salon hours are determined by dividing the contact hours by 2. When lab/clinic sessions are taught concurrently, points will be awarded for the longest lab/clinic.
- D. Points for the number of students taught are awarded in relation to the number of full-time equivalents (FTE) earned by the faculty member in that semester. Points are awarded according to the following scale:

0 points	< 5.25 FTE
1 point	≥ 5.25 FTE but <10.5 FTE
2 points	≥ 10.5 FTE but <15.75 FTE
3 points	≥ 15.75 FTE but <21 FTE
4 points	≥ 21 FTE

- E. Curriculum faculty who teach Continuing Education courses will have the points for those courses added to their Curriculum total to determine total workload. Continuing Education points will be determined by a) dividing the total contact hours for the class(es) by 16 in order to determine average weekly contact hours, and b) dividing the average weekly contact hours by 2. No points will be added for preparations nor FTE. Curriculum faculty who teach Continuing Education courses will not be entitled to overload consideration unless the workload points for their curriculum classes is within the range required for their position.
- F. Points for other responsibilities are determined by the Dean with the approval of the Vice President for Instruction. The number of points for other responsibilities is ordinarily limited to three. Points are not awarded for items that are responsibilities as listed on the job description for the particular faculty position. The following are examples of responsibilities for which points may be awarded:
 - 1. Chair of standing committee
 - 2. Chair of a major committee (SACS, Advisory)
 - 3. Development of an innovative instructional delivery system
 - 4. Faculty Council ~~Senate~~ chair (2 points) and Faculty Senate Members (1 point)
 - 5. Student organization sponsor
 - 6. Maintenance of a lab
 - 7. Teaching assignments in a combination of day and evening classes
 - 8. Weekend or off-campus classes.
- G. The faculty member's workload will be scheduled within a range of points based on a quantitative analysis of all faculty workloads. Currently, the range is set from 20 to 26 points per semester. The range for Faculty Chairs and Directors is set from 17 to 23 points. A faculty

member whose workload does not fall within this range shall establish a plan with the appropriate Dean **and the Vice President for Instruction.**

H. Faculty workload will be analyzed on a point system according to the following:

1. Total class hours (non-lab) per week _____
 2. Number of course preparations per week _____
 3. Lab/clinic/salon contact hours divided by 2 _____
 4. Number of students taught (FTE points) _____
 5. **Continuing Education points (average weekly contact hours divided by 2)** _____
 6. Other responsibilities _____
- Total Points _____

I. Compensation-above-the-range decisions are guided by the resources available to the administrator and the faculty member's workload for the academic year. A list of options is provided for guidance. These options include:

1. Reduction of other responsibilities
2. Reduction of responsibilities in the succeeding semester or summer session
3. Monetary compensation based on the same policy as adjunct faculty.

J. A Faculty Workload Analysis Form shall be completed if an instructor becomes eligible for overload pay. A copy will be attached to the part-time contract ~~for that pay~~ if the faculty member is to be given overload pay.

K. A quantitative analysis and descriptive charts of full-time faculty loads will be developed on an annual basis by the Division of Instruction.

L. Deans' teaching loads are monitored by the Vice President for Instruction. Deans may teach up to one-half of a full-time faculty load.

M. Workloads for adjunct faculty shall be assigned on a semester-by-semester basis as need dictates. Class load assignments should be limited to less than twelve credit hours and total work hours (including preparatory time **as described in Procedure 3.7.14**) shall be less than **thirty** (30) hours per week **unless approved by the Vice President for Instruction.**

*Approved October 1, 2002; Revised February 6, 2013; **Revised XXX***