

**Revision Responsibility:** Vice President for Academic Affairs  
**Responsible Executive Office:** Vice President for Academic Affairs

**Source/Reference:** [TBR Policy 5:01:00:00, Section III, D-E.](#)  
[TBR Policy 5:02:04:10](#)  
[TBR Guideline P-020](#)  
[TBR Guideline P-055](#)  
[Columbia State Policy 05:21:00](#)

## **PURPOSE**

To define the normal workload for full-time faculty.

## **POLICY**

- I. All full-time faculty shall be required to devote a minimum of 37.5 hours per week to the Institution, and shall maintain appropriate office hours as determined by the President (or his or her designee).

A normal teaching load is thirty (30) credit hours or the equivalent for the academic year. When contact hours exceed the credit hours for a course section an adjusted workload is calculated using the formula:

$$\text{Adjusted Credit Hour Load} = (\text{Credit Hours} + \text{Contact Hours}) / 2$$

Adjusted workload for faculty facilitators of low enrollment Cooperative Education is calculated at .2 credits per student enrolled. Similarly adjusted workload for faculty facilitating an Independent Study is calculated at .2 times per student times the credit hours of the class.

Any additional workload adjustment for specialized offerings in academic programs where the above calculations would not recognize appropriate load for the class section(s) may be approved by the President or designee.

A course enrollment stipend may be paid when the number of students enrolled in a specific distance education course section is higher than the traditional enrollment in the same class delivered on campus or by distance. Review the teaching load section of the [Online Learning Handbook](#).

Faculty may also be granted instructional workload equivalencies for non-teaching assignments per Columbia State policy 05:21:00.

- II. Faculty teaching loads shall include such scheduled combinations of day, evening, weekend, and multiple location classes as the needs of the College dictate.

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III. Teaching Overload

- A. There is no expectation that any faculty member teach an overload. However, faculty who wish to teach an overload may volunteer to do so, if part-time faculty members are not available.
- B. Faculty teaching more than 15 credit hours or the equivalent for one semester shall be paid for the overload. The overload rate per credit hour of faculty load based on academic rank is the minimum rate defined in TBR Guideline P-055.
- C. The Dean may approve substitution of released time for overload pay, if the released time can be taken during the following academic year semester, and the department course schedule that semester can be fully staffed without the faculty member teaching his or her normal semester load.

IV. Office Hours

- A. To assist individual students, each full-time faculty member shall post on his or her office door a schedule defining office hours for the semester. Faculty are expected to schedule 15 hours per week as office hours. Faculty may post up to five virtual office hours of the required fifteen for any one of the following situations:
  - 1. Their teaching schedule requires weekly travel to more than one location.
  - 2. They are teaching two or more evening classes.
  - 3. They are teaching Internet, hybrid, or web-enhanced courses with significant on-line interaction.
- B. The distribution of office hours during the day, evening, and weekend and at each scheduled campus location should approximate the various course assignments, and take into consideration the needs of the student groups with whom the faculty member is working.
- C. Posted office hours are intended to provide regularly scheduled hours during which faculty shall be available to students. It is assumed faculty will also be available outside of posted office hours, as needed, to assist students and participate in college/division activities.
- D. Scheduled time blocks should not be less than thirty minutes.
- E. Faculty members must submit a copy of their posted office hours to their Dean for approval within one week of the start of the semester.
- F. Office hours may be temporarily rescheduled for up to one week with approval from the Dean and appropriate notification to students.

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- V. Other components of the faculty workload include, but are not limited to, committee work, student advising, participation in professional activities, work with student activities, departmental/division service, institutional service, and community service.

*January 1989; Revised: September 25, 1997 (title changes only); April 20, 1998 (editorial changes only); May 11, 2001 (policy updated and new policy format); August 12, 2005 (revised to reflect virtual office hours); September 15, 2011 (revised, new policy format and updated titles) December 17, 2014 (clarification of virtual office hours); October 19, 2015 (Delete required lunch hour); January 26, 2021 reviewed and accepted by Cabinet, approved and signed by the President.; January 24, 2023 reviewed/accepted by Cabinet, approved and signed by the President; January 24, 2023 reviewed/accepted by Cabinet, approved and signed by the President*