

Policy Source: Gwinnett Tech	Owner: Vice President of Academic Affairs	Effective: 1/2002
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4.1.8 GT TCSG Faculty Workload

Gwinnett Technical College follows the Technical College System of Georgia (TCSG) Policy 4.1.8: Instructional Staff Work Assignments (<https://tcsq.edu/tcsqpolicy/files/4.1.8.pdf>).

Procedure

I. Terms of Employment for Full-Time Teaching Faculty

A. General

Faculty is employed to perform teaching and other instructional related duties depending on the needs of the College. Full-time faculty members shall work a minimum of 40 hours each week on campus unless otherwise approved by the vice president of academic affairs (VPAA). The duties include assigned teaching, office hours, preparation, committee assignments, student advisement, and any other assigned activities and responsibilities. Faculty are considered to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and not subject to the accompanying salary basis test. Accordingly, faculty may be required to work additional hours, as necessary, to meet College objectives or needs of students, without further compensation.

B. Academic Year

The academic year will consist of two semester terms (fall, spring) and a summer term, as well as other terms structured by the College.

II. Teaching Assignments

Faculty may be assigned to teach credit or non-credit courses in his/her area of expertise as part of the normal teaching load. Faculty may be assigned to teach during the day, evening, weekend, or online.

- A. Faculty may be assigned to any campus or site within the College's service delivery area. Teaching assignments may include teaching at one or more campuses or College sites and may include a combination of traditional (face-to-face), online, and hybrid delivery methods.

III. Teaching Loads

- A. Normally, semesters consist of 15 weeks of instruction, while summer and mini terms normally consist of seven weeks of instruction.

1. Semesters

The optimum teaching load during semesters for faculty who teach general education courses is 18 credit hours (i.e., six courses) per week with a maximum teaching load of 21 credit hours per week. The optimum teaching load for faculty who teach mixed credit courses which include labs, clinicals, etc., is 25-30 contact hours per week.

2. Summer terms

The optimum teaching load during summer terms for faculty who teach general education courses is 12 semester credit hours per week (i.e., four courses) with a maximum teaching load of 18 credit hours per week. The optimum teaching load for faculty who teach mixed credit courses which include labs, clinicals, etc., is 20-25 contact hours per week. Contact hours are specified by published TCSG Course Standards:

Less than 12-month employees will have their summer load reduced appropriately.

- B. Courses in some of the technical and industrial programs are designed for mastery learning of competency levels to accommodate individualized proficiencies and achievement capabilities of the students. In such cases, students work on a self-paced schedule using a detailed set of written instructions with the instructor serving as facilitator of the learning process. Using the stacked course load system, instructors are normally able to assume a heavier credit-hour load due to an overlap of individual instruction. Instructors who teach stacked courses will maintain a minimum of 28 and maximum of 30 contact hours per week.
- C. Supervisors may assign administrative, continuing education, dual-enrollment, or other administrative duties if teaching load is less than the optimum minimum.
- D. Teaching loads that exceed the maximum number of credit or contact hours will be classified as overloads. Full-time instructors who are assigned teaching overloads will receive a Letter of Agreement for courses that exceed the maximum number of credit or contact hours. Deans can assign full-time instructors courses beyond the optimum teaching load for each academic term with the approval of the vice president of academic affairs. Overload courses taught during the normal 40-hourwork week period must be approved by the president.
- E. In assigning teaching loads, consideration should be given to the following productivity parameters:
 - 1. Delivery method (lecture, lab, clinical, internships, online delivery, simultaneous, etc.)
 - 2. Student advising load
 - 3. Section or class size
 - 4. Time and location of the classes
 - 5. Budget considerations
 - 6. Program structure and annual enrollment patterns
 - 7. Other documented and consistently administered functions such as special projects and assignments with the approval of the supervising Dean and the vice president for academic affairs.

Exceptions to the College procedure for faculty teaching/workload and overload compensation must be explained and documented.

- F. Teaching loads for lead instructors, program directors, and division chairpersons may be reduced to provide time for performance of administrative duties and responsibilities normally associated with the specific job assignment. Lead Instructors, Program Directors, and Division Chairpersons with a reduced teaching load normally are 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 by the VPAA.
 - G. Externship and/or internship courses will not count toward teaching loads when they do not require face-to-face contact with students on a regular basis. Administrative tasks for these courses will be done during faculty members' normal administrative time. When supervision of internship, externship, clinical learning experiences, or other non-traditional instructional programs is assigned, faculty members are not at the sites or in class for the entire contact hours noted in the course schedule. Faculty members may visit the site periodically and work with the training site supervisor/clinical preceptor to ensure the program requirements are met.
- IV. Other Assigned Duties and Responsibilities
- A. All faculty members are required to maintain a minimum of four office hours per week during each semester to advise students and to assist students with course work. Office hours should be posted on the faculty member's office door or near the door. Office hours should also be included in each course syllabus. In addition to office hours, faculty members are responsible for curriculum development, committee assignments, recruitment, placement assistance, and other instructional-related duties as assigned during the remaining non-instructional hours. Faculty members are expected to serve on at least one College committee. Attendance at the following activities is mandatory for full-time faculty members:
 - 1. Commencement exercises;
 - 2. Advisory committee meetings;
 - 3. Faculty and department meetings; and
 - 4. Required professional development.
 - B. Full-time faculty members are expected to perform other tasks that will assist the College in achieving its goals and purposes, including, but not limited to:
 - 1. Industry visits;
 - 2. High school and/or adult education center visits;
 - 3. Recruitment;
 - 4. Job placement assistance;
 - 5. Retention assistance; and
 - 6. Advisement assistance.
- V. Distance Education
- A. Distance education includes online (100% online instruction), hybrid (combination of online and face-to-face instruction), and web-enhanced classes. Faculty (full-

time and adjunct) who teach distance education classes must meet the faculty credentialing requirements.

- B. Faculty who teach distance education classes are required to successfully complete training on the online software used to facilitate the classes.
 - C. Distance education classes are treated the same as traditional classes in determining instructional load. Faculty will allot appropriate time for distance education classes on their schedule. Full-time faculty members are required to be on campus for distance education classes. Adjunct faculty members are not required to be on campus for online classes.
 - D. The optimum enrollment of a distance education class is 25. The vice president of academic affairs must approve an extension of the class size limit is beyond the 30 student maximum.
- VI. Outside Employment
Full-time faculty may not teach for other educational institutions without the permission of the president. Full-time faculty teaching for the Division of Economic Development must receive prior approval from the VPAA.
- VII. Other Employment
Faculty and staff must complete the approval process as outlined in the TCSG Procedure 4.3.2p6: Other Employment Procedure (<https://tcsq.edu/tcsgpolicy/files/4.3.2p6.pdf>) in order to engage in secondary employment with another Technical College, State Agency, Authority, Board, or Unit of the University System of Georgia.
- VIII. Terms of Employment for Adjunct Teaching Faculty
- A. Adjunct faculty provide an important service in the delivery of instruction at the College. Adjunct faculty must meet the same credentialing requirements as fulltime faculty. Teaching assignments for adjunct faculty will be based on enrollment demand for classes or scheduling needs. The recommended maximum contact hours - including prep time -for adjunct faculty members is 25 contact hours per week, never to exceed 29 contact hours per week without VPAA approval. Adjunct and part-time instructional staff contact hours will be determined based on formulae defined in para VI. A. 2, of TCSG Procedure: 4.1.8p: Instructional Staff Work Assignments (<https://tcsq.edu/tcsgpolicy/files/4.1.8p.pdf>) .
 - B. Adjunct instructors who are employed by Gwinnett Tech are prohibited from working for any other TCSG college or the system office of TCSG during the term of their employment agreement with the College without prior written authorization from the president.
 - C. Qualified, non-teaching full-time staff may teach a maximum of two courses per semester or summer term as an adjunct; however, courses must be outside normal working hours and approved by the vice president of his/her division's. Adjunct faculty members do not have office hours, but they should inform

students of their availability before and/or after class for assistance. The information should be included in each course syllabus. Adjunct faculty members who teach online classes should post on each course syllabus the hours they will be available to students via telephone or in person. Online faculty members are required to respond to students' email inquiries within 48 hours of receipt of the student's email.

Responsibility

The vice president of academic affairs has the overall responsibility for ensuring this procedure is implemented.