CENTRAL GEORGIA TECHNICAL COLLEGE
Faculty Workload Policy

All instructional assignments and schedules at Central Georgia Technical College (CGTC) are made in support of the education and training needs of our College's service area. Instructional schedules are reviewed by the faculty member's immediate supervisor and Dean and approved by the Vice President for Academic Affairs or designee based on the needs of the program and to meet college objectives.

In accordance with the Technical College System of Georgia (TCSG), policy, III. R. Instructional Staff Work Assignments, all full-time instructors shall work a minimum of 40 hours each week. As exempt employees, full-time faculty may be required to work additional hours, as necessary, to meet college objectives or needs of students, without further compensation. The minimum working hour requirement includes authorized time-off for approved leave as well as designated State holidays. Non-teaching days, holidays, and non-work days are identified in the CGTC calendar. Meal periods are unpaid and shall not be considered "hours worked" for the purpose of meeting this obligation. All full-time faculty members are expected to complete their hours on campus unless prior approval is given by their respective Dean and the Vice President for Academic Affairs or designee.

Faculty Teaching Load – Traditional and Distance Education

Optimally, full-time instructors are assigned 25 direct student contact instructional hours per week with 15 hours assigned for indirect instructional duties. Due to the larger class size and student to instructor ratio, **faculty teaching primarily in didactic, lecture-based courses in academic disciplines will teach an optimal load of 18-21 semester contact hours per week**. Faculty teaching in self-paced, lab intensive courses may be scheduled above the 25 credit hour load due to an overlap of individual instruction (e.g., in some professional service, technical, trade, and industrial technology disciplines). In these cases, students work on a self-paced schedule using module-based guides for competencies with the instructor serving as facilitator. Faculty teaching in program areas where class size is mandated by licensure or accreditation requirements will carry teaching loads commensurate with those requirements. A full-time teaching load will not normally exceed 30 instructional contact hours per week.

Direct student contact instructional activities are defined as those in a traditional or nontraditional classroom, laboratory, or clinical setting. Instructional personnel may be assigned to work online and/or split (day/night) schedules at any of the college's locations (including high school and career academies) to accommodate student demands.

Practicum/Internship/Co-Op
Course loading for courses designated as practicum, internships, or co-ops will be handled on a case-by-case basis with consideration to the level of direct instructional contact/supervision and student enrollment. For example, if the faculty member is not required to provide continuous, direct instruction/supervision, teaching load for these courses is calculated based on equivalent credit hours. For program chairs/coordinators, these credit hours are generally considered part of a regular work load.

Distance Education
CGTC teaching loads identified in this document are the same whether instruction is delivered via traditional classroom mode or via distance education. Faculty interested in teaching in the online education program must meet the general academic and professional requirements. All faculty teaching in online education courses are required to attend training in the online platform and software(s) used to facilitate the class.

Distance Education Class Size
The maximum enrollment of a distance education course should not exceed 30 students. Distance education class enrollment beyond the established limit must be approved by the program Dean, the Dean for Distance Education, and the Vice President for Academic Affairs or designee.

Office Hours

In an effort to ensure accessibility to students outside of scheduled class time, faculty will post office hours outside of their office doors (full-time only) , online as appropriate, and in their syllabus each semester. Part-time (adjunct) faculty are paid a student contact stipend each term with the expectation that they will be available for assistance by appointment outside regularly scheduled class time.

Other Faculty Responsibilities

Authorized indirect instructional activities may include such activities as: student advisement; class preparation; evaluation of instructional-related project(s) or assignment(s); supervising program(s); registration; job development and placement activities; recruitment; professional growth and development; consultation with industrial and community representatives; maintenance of instructional equipment; curriculum design, development, and/or revision; accreditation activities; instructional committee activities, advisory committee meetings; recordkeeping; student-related activities; and, any other authorized instructional or college-related activity. Attendance at graduation and at advisory committee meetings are mandatory for all full-time faculty.

Dual Employment
Faculty and staff must complete the approval process as outlined in the Technical College System of Georgia Dual Employment procedure (III.U.12.) in order to engage in secondary employment with another Technical College, State Agency, Authority, Board, or Unit of the University System of Georgia.

Outside Employment
Full-time faculty may not teach for other educational institutions without the permission of their respective Dean and the Vice President for Academic Affairs. Full-time faculty teaching for the Economic Development division must receive prior approval from the appropriate Dean for Academic Affairs.

Release Time

Faculty with assigned roles as division heads, program chairs and coordinators may be granted teaching release time depending on administrative responsibilities. In other circumstances faculty members may be allowed to carry a lighter teaching load for a semester in lieu of administrative or college-related projects, such as self-study accreditation reports. The request for release time must be approved by the faculty member's immediate supervisor and/or Dean, and the Vice President for Academic Affairs or designee. The Vice President for Academic Affairs may grant an extension of release time when appropriate.

Adjunct (Part-Time) Faculty

Adjunct faculty (part-time employees) provide an important service in the delivery of instruction at the College. Part-time adjunct faculty will be assigned to teach classes for credit based on enrollment demand for classes or scheduling needs. Part-time faculty teaching courses for credit must meet the same credentialing requirements as full-time faculty. Adjuncts will teach no more than 29 contact hours per week. Adjunct faculty members should inform students of the times before and/or after class when they may be contacted for assistance. For online courses, instructors will post their weekly schedule of office hours on the course syllabi indicating when they will be available to students via telephone, E-mail, or in person.

Faculty or Staff Teaching as Adjuncts
On an as-needed basis, full-time faculty and non-instructional full-time staff may teach as adjuncts for Central Georgia Technical College, according to the Fair Labor Standards Act (FLSA) requirements and with the approval of the respective Dean, AVPAA, and VP (VPAA and/or unit VP for non-instructional staff). Full-time employees teaching as adjuncts must follow the standard contract of adjunct instructors that specifies the starting and ending dates of courses and supplemental pay based on the contact hours of the course. All faculty or staff members teaching as adjuncts must be appropriately credentialed for their assigned course(s).

The Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is Implemented.

Reference

SBTCSG Policy: III. R. Instructional Staff Work Assignments