

FACULTY POLICIES AND PROCEDURES INSTRUCTIONAL -- WORK LOAD

CLASS ASSIGNMENTS --

Faculty members are subject to assignment in both day and evening classes on or off of their “home/main” campus, provided that the combined teaching load does not exceed eighteen contact hours per week. For Faculty teaching in “lecture only” courses in Academic disciplines, 15 contact hours per week (five 3-hour classes) define a “full load.” For Faculty teaching “lecture+lab” courses (Biology, e.g.), 18 contact hours per week (3 class with accompanying labs) define a “full load.” An adjustment may be made for additional duties at the discretion of the college administration. No reduction is made in teaching load for committee assignments unless exceptional circumstances arise. The teaching load for Division Chairs shall be two courses per semester. Exceptions must be approved by the appropriate Dean or the Vice President of Academic Affairs. Load sheets are submitted electronically by individual Faculty members to the Vice President of Academic Affairs office at the beginning of each semester.

OFFICE HOURS --

Full-time instructors with academic assignments are required to be on campus at least thirty hours per week. Instructors with a teaching load of fifteen contact hours are to schedule at least fifteen hours per week as office/on-campus hours, and those instructors with a teaching load of eighteen contact hours are to schedule at least twelve office/on-campus hours per week. Exceptions to this policy will be for instructors in programs that are regulated by external agencies and for other paraprofessionals who teach in non-credit-hour programs.

Contact hours for overload courses must be calculated in addition to the required number of hours per regular work week. Five (5) of the office hours may be scheduled for travel if off-campus classes are assigned as part of the regular load or may be scheduled as club sponsorship, student activities or official college committee assignments in which the instructor may be involved. One (1) of the office/on-campus hours must be reserved for institutionally directed purposes such as assessment/planning activities and professional development. This hour is not necessarily scheduled on a weekly basis but rather to be counted in a total of eight (8) hours committed to these purposes over the course of a semester.

The office/on-campus schedule should be: (1) posted on the office door of the instructor, (2) included in the course syllabi and (3) submitted to the Division Chair and the Vice President of Academic Affairs as part of the Load Sheet.

SOUTHWEST TEXAS JUNIOR COLLEGE LOAD SHEET

INSTRUCTOR _____

DIVISION _____

SEMESTER _____

-----WEEKLY-----

COURSES	CLASS DAY/TIME	LECTURE HOURS	LAB HOURS	TOTAL HOURS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
A. TOTAL WEEKLY CLASS HOURS		_____	_____	=====

INSTRUCTOR'S OFFICE

	HOURS A.M.	P.M.
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

Please specify up to a **MAXIMUM** of **FIVE** Office Hours to be used

for:

Travel
 Club
 Committee
 Student Activity

B. TOTAL WEEKLY OFFICE/CLUB/TRAVEL HOURS =====

TOTAL OF A & B (Must equal 30 hours for academic assignments)

**EXTRA
CLASSES**

COURSES	CLASS DAY/TIME	LECTURE HOURS	LAB HOURS	TOTAL HOURS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FACULTY POLICIES AND PROCEDURES INSTRUCTIONAL WORK LOAD

ONLINE INSTRUCTION –

Instructors who teach courses online as a part of their regular load must maintain an equal amount of time at an appropriate college site equal to the number of contact hours required for the online course(s).

Faculty wishing to convert additional on-campus office hours to “electronic” office hours may do so by completing the following Conversion of Posted On-Campus Office Hours to Electronic Office Hours form: