

## POLICIES AND PROCEDURES

Subject: Teaching Loads for Instructional Personnel Reference: F-III-e  
Source: Vice President, Instruction Eff. Date: March 31, 2014  
Approval Auth.: President Approved: \_\_\_\_\_  
Remarks: Replaces previous policy statement dated September 11, 2012  
Date: March 31, 2014

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The teaching load for a full-time faculty member is 30 load hours for the fall and spring semesters, normally satisfied by teaching 15 load hours each long semester. Teaching loads of faculty members with administrative assignments or major non-teaching responsibilities may be reduced upon recommendation of the Vice-President.

Assignment of specific teaching responsibilities remains the responsibility of each Division Chair. This includes course/section assignments, specific time of class offering, and delivery method, whether it is face-to-face, online, or hybrid. While individual faculty requests may be made, the final assignment rests with the Division Chair. Criteria for these decisions will include meeting student and division demand for course offerings and insuring the best possible learning environment for the College.

On occasion there may be a need for faculty to teach a full schedule of online classes. These decisions will be made based on the same criteria listed above and should not be considered a normal ongoing process. Individual requests to teach a full-time online load may be considered but will require support of the Division Chair and Dean with final approval coming from the VPI. Consideration will be given based on the need of and benefit to the college, division, and department and cannot involve any additional cost to the college or to students. Faculty approved to teach a full online load from a location other than the MCC campus will be given appropriate duties to offset their absence from campus and may be requested to vacate their campus office for that period of time.

Faculty requesting consideration to teach a full load of online courses should submit their request in writing through appropriate administrative channels to the VPI allowing time for consideration as the semester and yearly schedule of classes are being developed. The request should include specifics including the reason behind the request, the proposed location during the assignment, proposed length of the assignment, and negotiated responsibilities during the off-campus assignment. The instructional administrators will also address the benefit to the department, division, and college as well as overall faculty teaching loads and student demand. The final approval will be made by the VPI.