



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Teaching Loads for Instructional Personnel	DJ - I	5	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D - Personnel	Assignment, Work Load, and Schedules	DJ	08/26/2025

PURPOSE:

This procedure defines the process for determining how the College retains the right number of faculty by program/discipline to effectively carry out its educational mission. The procedure defines how the right number of faculty is determined, the details in managing faculty semester load, and teaching options open to faculty in determining their load.

PROCEDURE

I. Determining the number of faculty required per program/discipline:

- A. The College is tasked with ensuring it has an adequate number of full-time faculty to support the College's educational mission and goals. To do so, Instructional Administrators continually monitor their department/disciplines to ensure they have an adequate number of credentialed faculty, both full-time and part-time to effectively meet this tasking. Led by the Vice President of Instruction and Student Engagement (VPISE) and the Deans, Instruction reviews the following in making this determination:
 - a. Annual program review data to include:
 - i. faculty staffing and classroom capacities;
 - ii. average overload hours of each discipline/department's full-time faculty, especially when the average exceeds 6 to 8 Semester Credit Hours (SCH) per long semester over the academic year;
 - iii. industry projections; and
 - iv. student enrollment trends.
 - b. Program/discipline specific accreditation/certification requirement(s);
 - c. Semester reports by Instructional Program Directors/Division Chairs of faculty

overloads and justifications.

- B. Based on this review, Program Director/Division Chairs make recommendation through their Dean for additional faculty positions. The Deans then meet with the VPISE to review the data and determine which option is best suited for the specific situation:
 - a. hire a full-time temporary faculty to meet short term needs and determine if there is need for a full-time position;
 - b. reallocate a faculty position from another program/discipline with less demand; or
 - c. add a new tenure eligible faculty position.
- C. The VPISE then takes the request to the Leadership Team for discussion and approval/disapproval based on:
 - a. budgetary considerations; and
 - b. College strategic direction.
- D. Once approved, the VPISE will work with the Deans to fill the new vacancy as quickly as possible. Depending upon the availability of qualified faculty, a full-time temporary faculty may be required in the interim.

II. Managing Faculty Course Load

- A. Faculty Load: The annual teaching load for a full-time faculty member is 30 load hours, satisfied by teaching 15 load hours each long semester (fall and spring). Deans may recommend reduced teaching loads for faculty members with administrative or major non-teaching assignments to the VPISE for approval. Faculty members whose loads do not reach the threshold of 15 hours may be assigned other duties such as advising, clinical supervision, etc.

Assignment of specific teaching responsibilities remains the responsibility of each Program Director/Division Chair. This includes course/section assignments, class scheduling, and delivery method (e.g., face-to-face, online, hyflex, blended/hybrid) and term (16-week and/or 8-week term). While individual faculty may request specific teaching assignments, the final scheduling decision rests with the Program Director/Division Chair. Criteria for these decisions will include meeting student and division demands for course offerings and ensuring that the needs of the institution are met. Moreover, it is important when assigning faculty load to also recognize the other duties each faculty member is assigned outside the classroom such as committee work, professional development, and College required activities.

- B. Teaching Course Overloads: Instructional assignments given beyond the contracted load of 30 hours over the fall and spring semesters of the academic year are considered overloads and may be given when there is faculty interest and there is an institutional need. The semester overload calculations include all

course sections assigned to the faculty member including those taught across other disciplines/programs for which the faculty member may also be qualified. Specific guidelines are as follows:

- a. First year faculty will only be allowed to teach their contracted 30 hours their first year unless granted prior approval by their Dean. This will allow the new faculty time to complete their orientation to the College along with other first year professional development requirements.
- b. All full-time faculty, after their first year, may teach up to two course sections or not to exceed 8 SCH as overloads per long semester, with Program Director/Division Chair approval. Exceptions to the two course maximum are allowed for courses that are less than 3 SCH; however, a maximum of 8 SCH still applies. Approval is dependent on the following conditions:
 - i. The needs of their department/discipline and/or the College
 1. Availability of faculty, both full-time and part-time, in the specific discipline;
 2. Sudden surge in student demand that cannot be met with part-time faculty; and/or
 3. Crisis or other emergency that requires special measures to offset the availability of faculty;
 - ii. The faculty member's willingness to teach an additional load;
 - iii. All faculty in the program/discipline having equal opportunities in requesting overload classes; and
 - iv. The faculty member requesting additional loading has a proven record of success with students.

Any faculty teaching over three overload course sections per semester must receive approval from the VPISE.

- c. Due to College need and unavailability of other qualified faculty, the program/discipline and/or the College may request/allow a faculty member to teach more than two course sections or greater than 8 SCH of overload in a long semester. These additional overload course sections must be requested by the Program Director/Division Chair and be approved in advance by their Dean. This may include:

- i. Special course loads for faculty leading study trips or special short-term college instructional projects including independent study courses and special Honors College assignments.
- ii. Additionally, internships, practicums, and academic education courses where the faculty load is assigned by student count will be consolidated into one section when calculating total faculty section course count. Consolidated sections will not exceed 3 internships or practicums courses or 15 students per section.
- iii. Different courses taught concurrently by the same faculty member will be consolidated into one section when calculating total faculty section course count and Student Credit Hour count. Consolidated sections will not exceed 3 courses. For example, faculty concurrently teaching studio art courses or music ensembles could consolidate the courses meeting at the same time on the same days into one section.
- iv. Standalone course sections and linked course sections taught concurrently by the same faculty member will be consolidated into one section when calculating total faculty section course count and Student Credit hour count. For example, faculty teaching a standalone MATH 1314 course concurrently as a MATH 1314 course linked to a developmental MATH course, the college level sections will be consolidated into one section and the developmental section will standalone.
- d. Faculty may teach up to two course sections in a minimester. Exceptions would include special course load for faculty leading study trips or special short-term college instructional projects.
- e. Faculty on twelve-month contracts are paid to teach twelve semester hours or to perform equivalent duties as assigned for two summer sessions based on the current Faculty Schedule: Part-Time, Overload, and Summer.
- f. Faculty on nine-month contracts are not under contract in the summer semesters and are paid on the same schedule as part-time instructors. Therefore, overload guidelines do not apply to summer terms. Program Directors/Division Chairs should be judicious in the number of sections offered any faculty in the summer to ensure that educational quality is maintained.

By limiting the amount of additional instructional load for full-time faculty, the College seeks:

- a. to ensure a high quality of instruction and engagement for its students and
- b. to adhere closely to the hours stipulated in full-time faculty contracts and thereby ensure the integrity of instruction for both faculty and students.

- C. Request to Teach Fully Online: On occasion, there may be a need for faculty to teach a semester(s) or academic year of classes fully online. These requests will be decided based upon the same criteria listed above and should not be considered typical or ongoing. Individual requests to teach a full-time online load will require support of the Program Director/Division Chair and Dean, with final approval coming from the VPISE. Decisions will be made based on whether:
- a. the request is in the best interests of student success and the department, division, and College;
 - b. the faculty member has demonstrated that he/she is trained and can teach fully online;
 - c. the faculty member has a valid plan to maintain his/her other on-campus responsibilities;
 - d. the request does not involve any additional cost to the College or to students; and
 - e. the faculty will provide proof to HR if the stated rationale is based on a medical condition.

Faculty members approved to teach a fully 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 members requesting consideration to teach a full load of online courses should submit their request in writing through the appropriate administrative channels to the VPISE a semester in advance, allowing time for consideration as the semester and yearly schedules of classes are being developed. The request

should include specifics including:

- a. reason behind the request and how it will benefit student success;
- b. proposed dates for the request;
- c. proposed location during the assignment;
- d. proposed length of the assignment; and
- e. negotiated responsibilities during the off-campus assignment.

Instructional Administrators will also address each request based on the benefit to the department, division, and College as well as overall faculty teaching loads and student demand. Final approval for such requests will be decided by the VPISE and communicated to the College President.