


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 601.1		
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	Last Revision Date:	05-02-11	
Effective Date:		10-25-95	
Section:	Instructional	Subject:	Instructional Faculty Teaching Load


PURPOSE

Establish the teaching load for full-time and associate faculty.

PROCEDURE

1. Faculty Load Standards
 - 1.1 Equated Load
 - 1.1.1 Weekly hours accountable 30
 - 1.1.2 Equated hours for teaching load 30
 - 1.1.3 Duty days required 142
2. Faculty Teaching
 - 2.1 Learning Equated Load
 - 2.1.1 Lecture 1 hour = 1 load hour
 - 2.1.2 Lab 1 hour = .75 load hour
 - 2.1.3 Clinical 1 hour = .75 (last hour 1:1)
 - 2.1.4 Field Experience 1 hour = .75 load hour
 - 2.1.5 Field Trips
(internship, work experience, etc.) Separate field trip course
1 hour = 1 load hour
Minimum enrollment of 12. If part of another course, no additional load.
 - 2.1.6 Interactive Television and Online/Internet courses .25 additional load for each equated load hour of a course each time it is taught
 - 2.1.7 Open Entry/Open Exit courses 1 hour = .75 load hour.
Cap of 30 students
 - 2.1.8 Telecourses 1 hour = .75 load hour for prepackaged courses
 - 2.1.9 Independent Study .2 load hours per student
(3 credit hours per semester maximum in this modality)
3. Enrollment and Credit
 - 3.1 Minimum credit hour generation per full-time faculty 300 student credit hours per semester per full-time faculty
 - 3.2 Minimum class size 12 (at the end of Add/Drop)
 - 3.3 Under-enrolled classes If the class is not cancelled, approved proration is based on

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the ratio of number enrolled divided by minimum class size. Petitions for full time rate need to be approved by Vice President for Learning Services

3.4 Maximum enrollments

If faculty has generated 300 student credit hours and has classes over 35 – award .1 load per/student for #36-45 (cap at 45)

3.5 Below equated load

If classes are cancelled due to low enrollment and the faculty member is below the load standards, additional duties may be assigned to augment the difference or salary may be prorated.

3.6 School responsibilities

Maintain a school ratio of 20 FTSE/FTFE (Full Time Student Equivalency/Full Time Faculty Equivalency)


4. Faculty Overloads

Maximum overload for faculty is 6 credit hours per semester. Assignment of overload is based on the criteria of need, instructor availability, and administrative approval. With the final approval of the Vice President for Learning Services or designee, an additional 3 credit hours of overload may be considered in cases of emergency. (AWC Procedure 601.2).

A faculty member should not be able to schedule an overload with a large number of credit hours during the fall semester which can be carried forward and used to meet load during the spring semester. The goal for each semester is to meet the equated load requirements specific in the Faculty Guidebook (15 load hours each semester) without a carry-forward of load from fall semester to spring semester only.

By adhering to the workload and overload guidelines contained in College Policy and in this Guidebook, it is believed that AWC will be able to offer the essential general education, vocational-technical, and major area courses which are needed to meet student needs each semester.

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5. Associate Faculty Teaching Load

Associate faculty members are employed by the College on an “at will” basis. Decisions as to whether an associate faculty member will be employed to teach during any particular semester are typically based on need, enrollments, and area of specialization, although the College reserves the right to base decisions on other factors which may or may not be shared with the associate faculty member. Employment is on a semester-by-semester basis and there is no guarantee of continued assignment.

One equated load hour is equal to two clock hours for calculation purposes.

- 5.1 Except as set forth in paragraph 2 below, the allowed maximum equated load for associate faculty is 9.5 per semester (spring, summer, fall). Distance education premiums are not to be included in these calculations. Summer semester is defined as the entire summer and not two sessions for this purpose.
- 5.2 During one of the two academic semesters (fall or spring), an associate faculty member may teach as many as 12.0 equated load with the approval of the Dean/Associate Dean, not including premiums. This is not an option for the summer semester.
- 5.3 Division staff will run the Faculty Workload Report (FWLR) report to verify the equated load for associate faculty teaching across disciplines with the responsibility falling to the Deans/Associate Deans to facilitate this process.
- 5.4 A part-time employee working on an hourly timecard who teaches courses will be limited to a total number of clock hours per week of 19. Both the time card assignment and the course assignment together cannot exceed 19 hours during any one-week (Sunday to Saturday) period of time. Example: ENG 100 (3 credits) requires 6 clock hours of time per week. Therefore, a part-time employee’s timecard assignment cannot take more than 13 clock hours during any week the employee is also teaching the ENG 100 course. This would apply to such positions as assistant coaches, television services, library services, etc.
- 5.5 Division Associate Deans/Deans are responsible for verifying the equated load hour limits set forth in paragraphs 1 and 2 above for associate faculty teaching at off-campus sites before requesting additions or changes to the schedule.
- 5.6 For non-credit courses where clock hours are used instead of equated load, no associate faculty person or part time instructor can work more than 19 clock hours per week for 20 or more weeks in a fiscal year.
- 5.7 Any exceptions to the above procedures require a petition submitted by the Dean/Associate Dean and signature of the Vice President for Learning Services.