

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Human Resources 400.0000.14
SUBSECTION: Regular Full-Time Faculty 425.0000.09

Faculty Assignment
Policy Number: 425.0300.92

POLICY

Actual activity assignments for full-time faculty may vary, contingent on instructional load, needs of the institution, or discipline function in the overall curricular offering. The standard full-time teaching load is fifteen (15) hours as calculated by ratios of credit and calculated weekly contact hours. Calculated weekly contact hours are the total contact hours for the class divided by sixteen (16). Overload consideration begins after the standard load is met and is compensated as specified in the negotiated item "Extra Contractual Teaching." Full-time faculty are assigned teaching duties per semester according to the following formulas (CR = Total credit hours taught as defined by the course syllabus; CN = Total contact hours taught as defined by the course syllabus):

- 1) Lecture and laboratory faculty: $(CR + CN)/2 = \text{load hours}$.
- 2) Clinical and performance faculty: $(CR + CN)/2$, i.e. lecture courses, + $(CR + CN)/2.3$, i.e. non-lecture courses, = load hours.
- 3) Occupational (Agriculture, Automotive Mechanics, Auto Body, Aviation, Cosmetology, Diesel, Electronics, Welding): $(CR + CN)/2$, i.e. lecture courses, + $(CR + CN)/3.0$, i.e. occupational courses, = load hours.
- 4) Directed study and ILC classes: One-eighth of the credit hour rate as specified in the negotiated item "Extra Contractual Teaching" will be paid for each student credit hour completed. All directed study courses must be approved in advance by the Chief Instructional Officer.
- 5) Division Chairpersons: Division Chairpersons shall have fifteen load hours in an academic year of release time to fulfill their administrative duties.

The maximum number of hours counted in the above calculations shall be twenty-one (21) credit hours and thirty-five (35) contact hours. If there is a need to exceed these maximums, approval must be granted by the Chairperson of the affected division, Chief Instructional Officer and the President. Additionally, when courses are scheduled simultaneously, only the course with the highest number of credit hours will be counted in the above calculations. An instructor has the option to request from his/her supervisor to be paid for no less than one-half the overload as calculated by the formula. The institution will recognize this contribution each semester that it is done by a written instrument.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1992

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: