

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Human Resources 400.0000.14
SUBSECTION: Regular Part-Time Faculty 430.0000.79

Faculty Assignment
Policy Number: 430.0300.92

POLICY

Actual activity assignments for part-time faculty may vary, contingent on instructional load, needs of the institution, or discipline function in the overall curricular offering. The standard part-time teaching load is nine (9) 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 eight (8). Part-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.

Additionally, when courses are scheduled simultaneously, only the course with the highest number of credit hours will be counted in the above calculations.

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Rescinded Date: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: