

# COURSE LOAD DETERMINATIONS

# NS

# COURSE LOAD DETERMINATION POLICY

Policy: 364

Subject: Faculty Work Schedule



The course load determination is tied to BP 364 and the procedure is AP 364.01

# POINTS ARE AWARDED AS FOLLOWS

- a. One point for each contact hour in the classroom (non-lab courses)
- b. One point for each credit hour taught
- c. Six points per semester for student advising —This is no longer provided because arrangements were made to accommodate all but one advisor. When this was done the plan was to no longer compensate new advisors because advising is part of everyone's job.
- d. Two-thirds of a point for each laboratory hour

# THINGS TO REMEMBER IF APPROVE OR YOU RECEIVE ADDITIONAL COMPENSATION

1. Be sure faculty have seen and initialed or signed the course load form.
2. Make sure that any change once an amount is approved is shared with the faculty member.
3. All course loads should be attached to the additional compensation form.
4. Always document compensation information in the note section of the course load form.
5. Make sure a supervisor has approved teaching (important for non-faculty).
6. Another person must request compensation (not the person submitting the form).

# OTHER CONSIDERATIONS

**Secondary Area Career and Technical Center instructors** teach five (5) days a week and the number of credits taught do not affect the points awarded for instructing these classes. **Generally, faculty teach four classes. However, budget and enrollment can impact the number of courses required of full-time faculty in the Secondary Area Career and Technical Center.**

**Adult Education** and other grant funded faculty are compensated using comparable teaching time to determine points.

**Overload compensation for faculty is \$275 per point above 30 points in a regular semester.** The same class taught both during the day and evening will be assigned the same number of points for load/overload determination. Work hours required to prepare for and teach overload classes will be in addition to the normal working week. This extends the number of hours you must work per week.

# CRITERIA FOR ASSIGNING OVERLOADS

- a. **Overload classes will first be extended to full-time faculty based on seniority in teaching within that specific discipline.**
- b. **An instructor is not required to accept an overload.**
- c. **Overloads for full-time instructors will take precedence over the employment of part-time instructors.**
- d. **Double overloads will be assigned only in unavoidable situations.**
- e. **An instructor will normally be required to average at least 45 student contact hours (the number of students x the number of contact hours per week) per class to receive.**
- f. **Faculty teaching via synchronous interactive video will receive one point for each remote site and one point for the first ten (10) students enrolled at each remote site. WE CAN'T DO THIS UNLESS A PERSON'S LOAD HAS BEEN MET- WE ARE REMOVING THIS FROM PROCEDURE.**

# INDEPENDENT STUDY COMPENSATION

**One (1) 0.25 points per credit hour**

**Two (2) credit hours will be 0.5 points**

**Three (3) credit hours will be 0.75 points**

**Four (4) credit hours will be one (1) point**

**Labs will not be calculated as part of this compensation.**

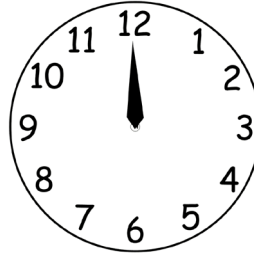
**Compensation will be based on credit hours only.**

# SUMMER COMPENSATION

- a. Summer term courses for full-time faculty (defined for this policy only as those having 18 or more points) will take precedence over the employment of part-time faculty.**
- b. Faculty will be assigned more than two courses during a summer term only in unavoidable situations.**
- c. Summer classes will be offered first to qualified full-time faculty based upon years of experience at PCCUA.**
- d. No faculty member within the same discipline will be assigned a second class during the summer term until each qualified full-time faculty is assigned one class.**
- e. Grant regulations may supersede this policy.**



# COURSE LOAD



## CREDIT

## TIME

## ENROLLMENT

**Credits:**

**1 credit: 15 hours**

**Time:**

**1 credit: 15 (50 minute)hours per term**

**Enrollment:**

**15 student average**

**Student contact hours:**

**45 contact hours**

**45 contact hours/15 students-15 average student enrollment**

<b>COURSES</b>	<b>CREDITS</b>	<b>POINTS</b>	<b>ENROLLMENT</b>
<b>PE, PEAC, Wkshps</b>	<b>1 Credit</b>	<b>2 Points</b>	<b>15 Students ( allow 10)</b>
<b>Health Wkshps, etc.</b>	<b>2 Credits</b>	<b>4 Points</b>	<b>15 Students</b>
<b>Most Courses</b>	<b>3 Credits</b>	<b>6 Points</b>	<b>15 Students</b>
<b>Sci. Courses w/Labs</b>	<b>4 Credits</b>	<b>8-9 Points</b>	<b>15 Students</b>
<b>Nursing Courses</b>	<b>10 Credits</b>	<b>20 Points</b>	<b>8 + 8 Team Taught</b>
<b>Non-Credit</b>	<b>Points calculated by time and student enrollment</b>		

# TYPICAL COURSELOAD 30 Points/15 Credits

Course	Hours/Credits	Enrollment	Contact Hours	Points
Course 1	3	20	60	6
Course 2	3	10	30	6
Course 3	3	22	66	6
Course 4	3	11	33	6
Course 5	<u>3</u>	<u>12</u>	<u>36</u>	<u>6</u>
	15	75	225	30

**Contact Hours:** 225  
**Divide By Hours/Credits:** 225/5 course slots  
**Average Contact:** 45  
**Average Enrollment:** 15

If enrollment drops below ten partial points are awarded based on 10.

8 students means .8 x 6 points=4.8 points awarded, 5 means .5 x 6 points=3 points awarded.

# TYPICAL COURSELOAD FOR SCIENCE

Course	Hours/Credits	Enrollment	Contacts	Points
Course 1	4 (3 hrs lec.+3hrs lab/2 pts)	12	72 (5 x 12=60)	9 (4 credits +3 hrs. lec.+2 hrs. lab)
Course 2	4 (3 hrs lec.+3hrs lab 2/3 pts)	20	120 (5x20=100)	9 (4 credits +3 hrs. lec.+2 hrs. lab)
Course 3	3 (3 hrs. lec.)	12	36 (3 x 12=36)	6
Course 4	1 (3 hrs. lab-2/3 pt each hr.)	12	36 (3x12+36)	3 (only if it tied to science course)
Course 5	<u>1</u> (3 hrs. lab-2/3 pt each hr.)	<u>15</u>	<u>36</u> (3x12+36)	<u>3</u> (only if tied to science course)
	<b>13</b>	<b>71</b>	<b>300</b>	<b>30</b>

**LABS=2/3 OF A POINT SO MOST LABS ARE 2 PTS FOR 3 hours=2/3 +2/3+2/3=6/3 or 2 pts**

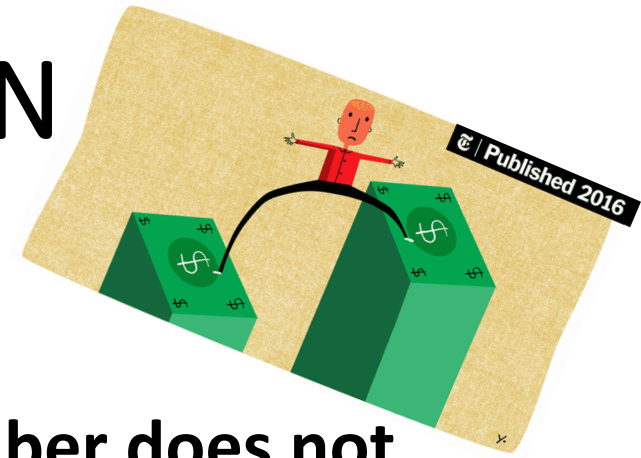
Contact Hours: 300  
 Avg. Contact Hours: 60  
 Avg. Enrollment: 14.2

# ADDITIONAL COMPENSATION-MUST EXCEED 30 POINTS

1. Additional Courses
2. Additional Course Points
3. Independent Study Courses
4. Coaching
5. Seminars
6. Internships
7. Advising-No Longer
8. Non Instructional Duties (assigned duties)



# INDEPENDENT STUDY COMPENSATION



**Must exceed 30 points to receive IS compensation**

**May be used as part of course load when a faculty member does not have 30 points**

**\$275 per point**

<b>One Credit Hour=0.25 points per credit hour</b>	<b>\$ 68.75</b>
<b>Two (2) Credit Hours = 0.5 points</b>	<b>\$137.50</b>
<b>Three (3) credit hours =0.75 points</b>	<b>\$206.25</b>
<b>Four (4) credit hours =one (1) point</b>	<b>\$275.00</b>

**Labs will not be calculated as part of this compensation.  
Compensation will be based on credit hours only.**

# OVERLOAD COMPENSATION

Course	Hours/Credits	Enrollment	Contact Hours	Points
Course 1	3	20	60	6
Course 2	3	10	30	6
Course 3	3	22	66	6
Course 4	3	11	33	6
Course 5	3	12	36	6
Course 6	3	10	30	6
Course 7	3	<u>10</u>	<u>30</u>	<u>6</u>
		<b>95</b>	<b>285</b>	<b>42</b>

Contact Hours: 285  
 Divide By Hours/Credits: 285/7 course slots ( with only five courses 225/5 with 5 courses is 45)  
 Average Contact: 40.7-Notice the Drop (with only five courses the 45 contact hours are met)  
 Average Enrollment: 13.57-Notice the Drop

Additional Compensation for a Double Overload- \$1650 x 2=\$3,300.

Usually this is allowable even though the average contact is 40.7. By taking two additional ten hour courses the contact number dropped.

Other considerations are made if the dean or VC for Instruction needs this course taught and there is not other instructor to teach the course.

Must document this in the notes second on the second page of the course load form.

# Partial Compensation

Course	Hours/Credits	Enrollment	Contact Hours	Points
Course 1	3	20	60	6
Course 2	3	10	30	6
Course 3	3	22	66	6
Course 4	3	11	33	6
Course 5	3	12	36	6
Course 6	3	10	30	6
Course 7	3	<u>5</u>	<u>15</u>	<u>3</u> (.5 X 6=3 )
		<b>90</b>	<b>270</b>	<b>39</b>

Contact Hours: 270  
Divide By Hours/Credits: 270/7 course slots (with only 5 courses 225/5 would meet the 45 contact hrs.)  
Average Contact: 38.57- Notice the Drop (5 courses meets the 45 contact hours)  
Average Enrollment: 12.85- Notice the Drop

One Overload- \$1650 + \$825 partial overload=\$2,475