

PHILLIPS COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURE

Administrative Procedure: 363.04

Subject: Independent Studies

Applicable Board Policy: 363

Date Adopted: 6/76 Revised:8/88, 9/90, 11/91, 11/00,10/03, 3/04

It is expected that faculty members will be called upon at times to work with a student independently of a class, an independent study. Before registering for a course as an independent study, the student must complete an Independent Study Request form and obtain the written approval of the instructor and the Division Dean. All independent study students will appear in a section 90 on a separate class roll. A student must have a minimum cumulative GPA of 2.5, a preceding semester GPA of 2.5, and never failed the specific course requested to be taken as an independent study. Dean have the authority to waive the criteria if there are extenuating circumstances but this waiver must be documented and placed in the student's file. The student will be assessed a fee of \$90 for each independent study in addition to regular tuition.

A faculty member must submit a course outline specifically designed for the student to the Division Dean within two weeks after the starting date of the class. Meeting times, topics to be covered, the specific expectations regarding assignments and exams must be included in the syllabus. The instructor will receive \$100 for each independent study but may conduct no more than two independent studies each semester, unless authorized by the Division Dean.

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3/04, 08/18

It is expected that faculty members will be called upon at times to work with a student independently of a class, an independent study. Before registering for a course as an independent study, the student must complete an Independent Study Request form and obtain the written approval of the instructor and the dean\chair. All independent study students will appear in a section 90 on a separate class roll. A student must have a minimum cumulative GPA of 2.5, a preceding semester GPA of 2.5, and never failed the specific course requested to be taken as an independent study. Dean\chairs have the authority to waive the criteria if there are extenuating circumstances but this waiver must be documented and placed in the student's file. The student will be assessed a fee for each independent study in addition to regular tuition.

A faculty member teaching an independent study must submit a course syllabus with an outline specifically designed for the student to the dean\chair immediately after the starting date of the class. The instructor will receive additional compensation for each independent study but may conduct no more than two independent studies each semester, unless authorized by the dean\chair.

Compensation for an independent study will be .25 points per credit hour (2 credit hours will be .5 points, 3 credit hours will be .75 points, and 4 credits hours will be 1 point). Labs will not be calculated as part of this compensation. Compensation will be based on credit hours only.

This note is not to be included in policy-1 credit=\$68.75, 2 credits=\$137.50, 3 credits=206.75, 4 credits=\$275 (most IS courses are 3 or 4 credits)

PHILLIPS COMMUNITY COLLEGE
BOARD POLICY

Policy: 364

Subject: Faculty Work Schedule

Date Adopted: 6/68 Revised: 8/88, 9/06, 9/10

Instructors teach specific courses at a time designated by the dean of their division. Instructors will take turns within their department in teaching evening classes.

In addition to their teaching duties, instructors keep scheduled office hours in order to be available to students. The office schedule is ten (10) hours per week for full-time faculty. Deans, department chairs, and instructors will work together to determine office hours, and each semester's office hours will be posted on the office door.

A working day for faculty during the semester is considered to be 8 a.m. to 3:30 p.m. with one hour for lunch. If an evening class is taught as a part of the regular load, day working hours are to be 8 a.m. to 3 p.m. For two evening classes as a part of the regular load, the hours are 8 a.m. to 2:30 p.m. Many faculty do not work a traditional 8:00 – 3:30 day because of their teaching assignments. Faculty working a nontraditional schedule must have approval for their schedule by the dean of the division and campus vice chancellor in which they work. The time taken for a meal break should be approved by the division dean and campus vice chancellor and posted on the faculty Work Schedule filed in the Office of the Vice Chancellor for Instruction.

The college Chancellor is authorized to establish specific procedures related to work schedule and compensation for faculty and professional staff. The Board of Trustees establishes compensation levels.

CHANGES to BP 364

PHILLIPS COMMUNITY COLLEGE
BOARD POLICY

Policy: 364

Subject: Faculty Work Schedule

Date Adopted: 6/68 Revised: 8/88, 9/06, 9/10, 03/18

Instructors teach specific courses at a time designated by the dean\chair. Instructors will take turns within their department in teaching evening classes or other kinds of off schedule classes needed for student access.

In addition to their teaching duties, instructors keep scheduled office hours in order to be available to students. The faculty schedule is thirty (30) hours per week for full-time faculty. However, faculty are required to be available and participate in departments, division, and institutional meetings and activities which exceed thirty hours. Faculty are expected to keep office hours to ensure student contact. However, faculty teaching clinical labs and labs may not need as many office hours as other faculty. Deans, department chairs, and instructors will work together to determine office hours, and each semester's office hours will be posted on the office door.

Faculty working a nontraditional schedule must have approval for their schedule by the dean\chair and Vice Chancellor for Instruction. The time taken for a meal break should be approved by the dean\chair, campus vice chancellor, and the Vice Chancellor for Instruction and posted on the faculty Work Schedule filed in the Office of the Vice Chancellor for Instruction.

The college Chancellor is authorized to establish specific procedures related to work schedule and compensation for faculty and professional staff. The Board of Trustees establishes compensation levels.

PHILLIPS COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURE

Administrative Procedure: 364.01

Subject: Teaching Load

Applicable Board Policy: 364

Date Adopted: 11/88 Revised: 1/92, 12/93, 8/99, 11/02, 7/06, 12/06

Course Load Determination Policy

Teaching loads at Phillips Community College are determined by considering both credit hours and student contact hours. Overload pay is awarded where regular teaching loads have been fulfilled and additional class offerings are necessary.

A point system is utilized to determine the point at which teaching loads have been met and overload compensation begins. A full instructional load for all faculty is 30 points per regular semester based upon the following formula:

Total Points = (#credit hrs. taught) + (#contact hrs. taught)

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
- d. two-thirds point for each laboratory hour
- e. 10 points per semester for each Secondary Center or high school credit class taught five days a week (credit points do not affect the points awarded for instructing high school classes)

Overload compensation is \$250 per point above 30 points in a regular semester. No overloads will be awarded in a given discipline until all faculty within that discipline have a full teaching load. 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 (see policy on Faculty Work Schedule).

Criteria for assigning overloads are as follows:

PHILLIPS COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURE

Administrative Procedure: 364.01

Subject: Teaching Load

Applicable Board Policy: 364

Date Adopted: 11/88 Revised: 1/92, 12/93, 8/99, 11/02, 7/06, 12/06, 03/18

Course Load Determination Policy

Teaching loads at Phillips Community College are determined by considering both credit hours and student contact hours. Overload pay is awarded where regular teaching loads have been fulfilled and additional class offerings are necessary.

A point system is utilized to determine the point at which teaching loads have been met and overload compensation begins. A full instructional load for all faculty is 30 points per regular semester based upon the following formula:

Total Points = (#credit hrs. taught) + (#contact hrs. taught)

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
- d. two-thirds point for each laboratory hour
- e. **Eight points** per semester for each Secondary Center or high school credit class taught five days a week. Credit points do not affect the points awarded for instructing high school classes.

Overload compensation is \$275 per point above 30 points in a regular semester. **No overloads will be awarded in a given discipline until all faculty within that discipline have a full teaching load.** 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. See policy on Faculty Work Schedule.

a. Once full teaching loads have been made for all faculty in a given discipline, the opportunity to teach overload classes will first be extended to full-time instructors based on seniority in teaching within that specific discipline. In the event of two equally qualified instructors with the same length of **service at PCCUA**, the opportunity to teach overload classes will be made on a rotating basis.

b. No instructor is required to accept an overload; consequently the offer to teach the class will continue to be extended to qualified faculty within the discipline until the class is staffed.

c. Overloads for full-time instructors will take precedence over the employment of part-time instructors. Part-time instructors will, however, be employed when full-time staff are not available. The same formula as described above will be used to calculate pay for 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 overload pay. In some instances (e.g., to meet students' needs or if lower student/teacher ratios are required by regulatory groups), the college Chancellor may authorize overload pay to an instructor with less than an average of 45 student contact hours per class.

f. Faculty teaching via compressed video will receive one point for each remote site and one point (\$250) for the first ten students enrolled at each remote site. In addition, they will receive \$25 per student above the first ten students (25 per student starting at the 11th student). This rule does not apply to instructors who team teach courses or who teach courses designed for high school students if those instructors are receiving the daily compensation of 10 points.

Criteria for assigning overloads are as follows:

a. Once full teaching loads have been made for all faculty in a given discipline, the opportunity to teach overload classes will first be extended to full-time instructors based on seniority in teaching within that specific discipline. In the event of two equally qualified instructors with the same length of service at PCCUA, the opportunity to teach overload classes will be made on a rotating basis.

b. **An instructor is not** required to accept an overload; consequently the offer to teach the class will continue to be extended to qualified faculty within the discipline until the class is staffed.

c. Overloads for full-time instructors will take precedence over the employment of part-time instructors. Part-time instructors will, however, be employed when full-time staff are not available. The same formula as described above will be used to calculate pay for 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 overload pay. In some instances (e.g., to meet students' needs or if lower student/teacher ratios are required by regulatory groups), the college Chancellor may authorize overload pay to an instructor with less than an average of 45 student contact hours per class.

f. Faculty teaching via synchronous interactive video will receive one point for each remote site and one point (\$275) for the first ten students enrolled at each remote site. In addition, they will receive \$25 per student above the first ten students (25 per student starting at the 11th student). This rule does not apply to instructors who team teach courses. It does not apply to instructors who teach courses designed for high school students meeting five days a week if those instructors are receiving compensation of eight points for the high school Secondary Center course(s).