

AR 7131 Faculty Workload

References:

34 Code of Federal Regulations Part 600 et seq.
 ORS 348.586, 652.210 to 652.235, 244.040, and ORS 341.556
 BP 7130
 AR 7130

Faculty Workload and Work Schedule

Regular Faculty

1. Management, comprising the Vice President of Instruction (VPI) and the Dean of Instruction (DI), collaborates with regular faculty every spring to determine workload assignments for the next academic year. The Personalized Annual Work Plan form is reviewed annually and encourages faculty to provide input, comments, and suggestions. After this process, the form receives final approval from both the VPI and DI.
2. A full-time workload for regular faculty consists of 15-17 Instructional Load Units (ILUs) per term (45-48 annually). Instructional Load Units (ILUs) are defined as follows:

Equivalencies

Category	Credit	Weekly Hours (10-11 week term)	ILUs/weekly hour	ILUs/credit
Lecture	1	1	1.00	1.00
Lecture/Lab	1	2	0.75	1.50
Lab	1	3	0.70	2.10
Nursing Lab/Clinical	1	3	0.82	2.46
ESOL	-	1	1.00	-
ABE/GED	-	1	0.50	-

3. Faculty employee agreements that range from 0.5 FTE to less than 1.0 FTE have their workloads determined based on the percentage of FTE relative to a standard 40-hour workweek.
4. Faculty are expected to perform curricula review to include program maps, CCOGs, and using results of department wide outcomes assessments for curricula improvement of CLO's, PLO's and ILO's.
5. Faculty teaching a full load are expected to establish and maintain five student office hours per week either in their office or online (like the modality in which they are teaching).
6. Faculty should communicate with students in a professional and timely manner.
7. Faculty should assist with Student Services with discipline-related academic advising and retention efforts (e.g. Learning Community activities, mentoring, etc.).

Regular Faculty Non-teaching Workload

The college recognizes that regular faculty responsibilities extend beyond teaching and requires them to engage in additional tasks. Faculty members have the opportunity to customize their workload in partnership with the Dean of Instruction (DI) and Vice President of Instruction (VPI) through the Annual Personalized Work Plan. These additional duties may include non-teaching activities such as:

1. Department Chair responsibilities.
2. Committee Chair responsibilities.
3. New curriculum development.
4. Participation on College Leadership and Service. Note: Hiring Committees, Curriculum Committee, Faculty Staff meetings and Faculty Senate meetings are not included as they are part of the regular faculty workload.
5. Program review (to be used year program review is written).
6. Dual Credit Sponsorship of up to four courses per term.
7. Modality: See Appendix C3

Other Workload Considerations

1. Independent Study and CWE: Independent Studies (IS) will be paid, and will count toward load, at 0.25 load per student. IS must be pre-approved by the DI and VPI and will only be approved in unusual circumstances (e.g. needed for graduation). CWE's for individual students will be paid at the IS rate above.
2. Overload: Regular faculty teaching in overload status will be compensated at the adjunct rate for which they qualify. All regular faculty overloads must be approved by VPI. Adjunct faculty may only work overload with permission of the college President, at the request of the VPI.
3. Summer Term: Regular faculty have the first right of refusal for courses offered in the summer. No classes taught in the summer term count towards teaching load for the purpose of longevity or pay, other than as applies to the adjunct Tier system. All instruction done in the summer occurs under the adjunct faculty status regardless of typical (regular/adjunct) status.
4. Special Projects: Special projects as requested by the Vice President. This category may count for variable credit and will be defined together between the faculty member and Vice President.
5. Noncredit Courses: Noncredit courses (other than GED, ABSE, ESOL), workshops, trainings, and summer credits do not count toward faculty load unless agreed upon by the DI and VPI.
6. Course Cancellation: Regular faculty are not paid for cancelled courses; however, adjunct faculty may apply to the paid for work that they have put into the class.

Adjunct Faculty

1. Adjunct faculty teach credit courses and are employed on a term-by-term basis. They have the option to decline any course offered and are restricted to teaching no more than 49% of a full load, equivalent to 7-8 Instructional Load Units (ILUs) per term. To ensure they do not exceed part-time status, their teaching load can be adjusted throughout the academic year to stay under 50% (less than 24 ILUs per year).
2. Adjunct faculty are compensated at a standard meeting rate for substitute teaching, attending meetings, and participating in professional development activities, none of which contribute to their teaching workload. Adjuncts who hold staff or managerial positions at TBCC and wish to teach must first obtain permission from their immediate supervisor, particularly if teaching times overlap with their regular work hours. Upon approval, they can opt to take leave, adjust their work schedule, or teach outside of their normal duty hours. These arrangements must be finalized and communicated to the VPI prior to accepting the teaching assignment.

Approved:

June 26, 2024