

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

7.30

CAMPUS:	Marshall	Page 1 of 7
TITLE:	Teaching Faculty Productivity	
OFFICE OF RESPONSIBILITY:	Instructional Services	
APPROVED BY:	Dr. J. Gary Hendricks	
TITLE:	President	Date: February 22, 2006

STATUS: Replaces Policy and Procedures 7.30 "Teaching Faculty Productivity", approved 7/24/80.
Revised: 8/1/01
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PRACTICE: Normal and expected faculty responsibilities include teaching the requisite standard load of courses, as well as assigned activities in course preparation, course grading, recruitment, placement, committee work, curriculum development, student advisement, registration, and professional development.

DEFINITIONS:

- A. **Faculty:** A faculty member is any person whose assignment is primarily the instruction of students in scheduled classes. This workload policy includes any person who is designated as Program Chair with adjustments as noted in Definition D3.
- B. **Course Preparation:** Course preparation hours are those assigned on the faculty member's schedule which are provided for preparation of class

materials, study, or for other activities directly related to a particular scheduled course. These hours are assigned with the approval of the Program Chair.

C. Classroom Hours: Classroom hours are only those hours assigned on the faculty member's schedule during which he/she is actually in contact with students, whether by face-to-face, interactive television (ITV) or distance learning delivery.

D. Faculty Load Points: Load points are assigned to a course based on the number of contact hours that course meets during a one week period. Load points will be based on the following schedule:

Technical Instructor Load: Teaching load for purposes of state reporting in Technical courses is based on Contact Hours per course with a minimum of 288 total contact hours required for reporting a minimum full teaching load (total 100 points).

TECHNICAL FACULTY LOAD POINTS				
Semester Contact Hrs	Load Points	Normal Load	Normal Load Range	Overload
16.00	5.60	Technical Instructor	100 - 135	≥ 136
32.00	11.15	Technical Program Chair	65 – 105	≥ 106
48.00	16.70	Technical Overload Pay: \$65 per point		
64.00	22.25			
80.00	27.80			
96.00	33.35			
112.00	38.90			
128.00	44.45			
144.00	50.00			
160.00	55.60			
176.00	61.15			

Academic Instructor Load: Teaching load for purposes of state reporting in Academic courses is based on Semester Credit Hours with a minimum of 15 semester credit hours required for reporting a minimum full teaching load (total 100 points).

ACADEMIC FACULTY LOAD POINTS				
SCH	Load Points	Normal Load	Normal Load Range	Overload
1.00	6.50	Academic Instructor	100	≥ 101
2.00	12.50	Academic Program Chair	80 – 94	≥ 95
3.00	20.00	Academic Overload Pay: \$ 80 per point		
4.00	25.00			
5.00	34.00			
6.00	40.00			

Developmental Instructor Load: Teaching load for purposes of state reporting in Developmental courses is based on Semester Credit Hours with a minimum of 15 semester credit hours required for reporting a minimum full teaching load (total 100 points).

DEVELOPMENTAL FACULTY LOAD POINTS					
SCH	Load Points	Normal Load	Normal Load Range	Overload	
1.00	6.50	Developmental Instructor	100 – 135	≥ 136	
2.00	12.50	Developmental Program Chair	65 – 105	≥ 106	
3.00	20.00	Developmental Overload Pay: \$ 65 per point			
4.00	25.00				
5.00	34.00				
6.00	40.00				

1. Load Points for each class will be totaled to give the semester load points.
2. Normal Technical instructor workload is 100 – 135 points; Technical instructor overload is ≥ 136 points.
3. Normal Technical Program Chair workload 65 – 105 points; Technical Program Chair overload is ≥ 106 points.
4. Normal Academic instructor workload is up to 100 points; Academic instructor overload is ≥ 101 points.
5. Normal Academic Program Chair workload 65 – 90 points; Academic Program Chair overload is ≥ 95 points.
6. Normal Developmental instructor workload is 100 – 135 points; Developmental instructor overload is ≥ 136 points.
7. Normal Developmental Program Chair workload 65 – 105 points; Developmental Program Chair overload is ≥ 106 points.
8. Normal Associate Dean workload is 33-40 points.

E. Assessment/Advisement of Students: "Assessment/Advisement of Students" refers to hours assigned on the faculty member's schedule that are related to advising students and the assessment of student achievement. These hours are scheduled around the instructor's classroom schedule.

F. Other Assignments: "Other assignments" includes duties assigned to a faculty member which are not related to a scheduled class. Other assignments will be allocated on an hourly basis, based on the amount of time each assignment is expected to require. In any case, more than 40 hours per week will generally not be assigned. "Other assignments" may include but are not limited to the following:

1. Building lock-up

2. Equipment maintenance/inventory
 3. Registration duty
 4. Course revision
 5. Course development
 6. Assistant chairperson duties (only for departments having greater than 6 faculty members)
 7. Placement activities
 8. College committees
 9. Professional development activities
 10. Recruitment activities
 11. Scheduling
- G. Faculty Schedule: The faculty schedule is the document that serves to convey faculty workload to the Program Chairs, the Associate Deans, and the Vice President of Student Learning. All duties that have been assigned to faculty members and department chairs **may** appear on the faculty schedule.
- H. Office Hours: Faculty shall schedule 5 hours per week, scheduled as needed, to provide access for all students for whom faculty provide instruction. Office hours should be scheduled at times most beneficial to the students and may be scheduled during the 12:00-1:00 hour if this is the most appropriate time.
- I. Release Time: Department chairs and/or faculty may be provided with a reduction in the minimum classroom hours to attend to other departmental duties. These exceptions are to be treated as specified and on a case-by-case basis.
- J. Overloads: Overloads are classroom hours taught by faculty at or beyond the specified overload points. Compensation for these hours is based on the following:
1. Overload pay will be approved only if the Program Chair has notified the Vice President of Student Learning at the end of pre-registration for the semester in which the overload is assigned that **potential** overload condition exists.
 2. Overload for a Technical or Developmental instructor is 136 points or over.
Overload for a Technical or Developmental Program Chair is 106 points or over.
Overload for an Academic instructor is 101 points or over.
Overload for an Academic Program Chair is 95 points or over.
 3. All full-time technical faculty, Program Chairs, and Associate Deans should maintain a normal workload as listed in this COP. No overload will be paid in a department where a single faculty member falls below these minimum

standards unless approved by the Vice President of Student Learning.

4. Instructors will be compensated for overload per point as current funding permits. Compensation will be on a semester basis. If so desired, the instructor may request reduced workload during Summer I in lieu of monetary compensation for overload. Compensation for Technical and Developmental instructors is at a rate of \$65 per point; for an Academic Instructors is at a rate of \$80 per point.
5. Large and Small class multiplier:
Technical and Academic classes:
Load points X .9 for 6 – 9 students in a class
Load points X .5 for 1 – 5 students in a class
Load points X 1.3 for 30-35 students in a class
Load points X 1.5 for >35 students in a class

Developmental classes:
Load points X 1.3 for 21 – 29 students in a class
Load points X 1.5 for 30 – 49 students in a class
Load points X 1.7 for >50 students in a class
7. Distance Learning Course Delivery:

Definitions:

Course Delivery: Load points are calculated toward faculty workload at a rate of 1.3 times normal course points for courses with 100% Distance Learning and/or ITV delivery methods. For these courses with enrollment greater than 30 students, points are calculated at a rate of 1.5 times normal course points.

Course Development: Distance learning course development qualifies for a faculty workload bonus equal to 10% of the distance learning fees collected for the course. This workload bonus is awarded only for courses that are assessed the Distance Learning Fee, and is one-time only.

Distance learning courses are defined as courses that do not require a student to attend class at any point during the semester beyond an initial orientation, possible proctored exams either on-site or at an off-site location, or final one-day laboratory.

Hybrid courses are defined as courses that employ technology which do not require the student to be present for the lecture component of the class. Hybrid courses are approved at the discretion of the Program Chair and must be approved by the Vice President of Student Learning to be eligible for the Distance Learning multiplier.

8. Cooperatives, Practicums and Internships:

Type:	Allowable Load Points:
40 hours per week	3 points per student
30 hours per week	3 points per student
20 hours per week	2 points per student
10 hours per week	2 points per student

9. Faculty Senate Representation

Faculty Senate President	19 load points per term
Faculty Senate President Elect	13 load points per term
Faculty Senate Officers	9 load points per term
Faculty Senate Executive Committee	6 load points per term

K. Exceptions to the Overload Policy: Exceptions to the policy are limited to the following:

1. Classes that are taught by one faculty member in the department may be allowed to contribute to an overload situation **ONE** time only while a second instructor in the department (or outside of the department) is trained to teach that particular course.
2. The Vice President of Student Learning may approve overload for faculty in extenuating circumstances without regard to any of the previous conditions.

PERTINENT INFORMATION:

In accordance with the college's Mission and Strategic Plan, all faculty must be provided ample time for the development of instructional delivery systems. Therefore, this workload policy and the procedures that accompany it are designed to provide faculty with preparation time for classroom instruction and for the development of new courses consistent with college goals.

PROCEDURES:

- A. Faculty schedules **must** be completed to reflect the time allocated for the following:

1. In-class hours.
 2. Office hours.
 3. Student Advisement hours.
- B. After faculty schedules are completed to reflect in-class, office, and student advisement hours, additional hours are assigned.
- C. The Program Chair makes faculty assignments in the most effective and efficient manner possible, recognizing that faculty workloads may vary considerably within any given department.
- D. A faculty member may be provided release time for departmental duties with the recommendation of the Program Chair and the approval of the Vice President of Student Learning. It is not intended that all faculty necessarily have a full workload each semester with regard to in-class hours.
- E. Eleventh-day class rosters and teaching schedules are used to determine teaching loads.
- F. Continuing Education classes to be taught by a full-time faculty member are generally offered within the regular college calendar. This is to provide faculty with sufficient time to prepare these classes and to provide faculty with the appropriate non-teaching time between semesters.
- G. Courses which are planned by the TSTC Corporate College division may be taught by regular faculty but are generally taught in addition to their faculty workload and must be compensated through TSTC Corporate College. These courses will not be scheduled without the consent of the faculty member.
- H. Faculty/Program Chair workload disputes are resolved through the normal chain of command. The Vice President of Student Learning **must** be apprised of any workload disputes either for faculty members or for Program Chairs.