

POLICY

Brunswick Community College actively promotes a balance for faculty between assigned teaching load, course development and preparation, student advising, professional growth, committee work, and college meetings. Faculty members must ensure they are accessible to students outside the classroom and publish in their Instructor's Syllabus office hours and other ways (e.g., telephone, email, etc.) they can be contacted.

While staff work-hours at the College are normally from 8:00 a.m. to 5:00 p.m., faculty work-hours will vary according to teaching schedules, online teaching, day or evening hours, committee requirements, meetings, in-service education, and other College and professional activities. Faculty may be required to be on campus on days they do not have scheduled instruction or office time. Additional activities that faculty are expected to participate in include professional development activities, advising periods, registration, student recruiting, and graduation.

A copy of the office hour schedule is to be posted and submitted to the Vice President of Academic and Student Affairs no later than the day following the last day of late registration (or add/drop period). Office hours should be scheduled to provide the greatest number of students with an opportunity for advising/counseling; however, instructors are expected to make themselves reasonably available to students on request. Permanent changes in work or office hour schedules should be forwarded, in writing, to pertinent administrative supervisors for approval.

PROCEDURES

Faculty Schedules

Full-time faculty are exempt employees and must work the hours necessary to accomplish teaching responsibilities and weekly tasks. Faculty members may be asked to teach for curriculum or continuing education (on a voluntary basis) provided they are appropriately credentialed for the teaching roles assigned. In order to be responsive to student needs, faculty should be mindful that creating varied class schedules and offering courses in different formats can be attractive to students. This is key to future growth for the college. Faculty are expected to:

1. Participate in day, evening, weekend, and online teaching as determined by their Administrative Supervisors.

2. Full-time faculty must schedule a minimum of six office hours per week. Office space may be available for adjunct faculty members. Adjunct faculty are not required to hold traditional office hours, but are to be available through telephone, email, etc. During the semester, distance learning instructors must be accessible to their students by telephone, email, video conference, the LMS, etc.
3. As full-time employees of the College, faculty work a 40 hour week. However some of their work hours require their availability to students in the evenings and on weekends. Serving as a faculty member inherently includes a varied schedule. In order to be available to students, full-time faculty members recognize BCC as their primary employer, and are expected to be present on campus at least 27 hours per week, with hours to be distributed across any of the five days a week that faculty are needed for teaching, advising, conducting college-related business, and attending professional development or other required meetings.
4. Directors and Chairs carry out administrative responsibilities which may require their presence on campus beyond the minimum 27 hours in order to accomplish their assigned workload.
5. Faculty are expected to be available for scheduled student appointments outside of the minimum six office hours per week as student need might dictate, especially during heavy advising and registration times.
6. Serving on College committees is a part of the faculty member's professional responsibility. Faculty members will be expected to participate in various committee assignments and marketing/outreach events throughout the year. A reasonable effort will be made to relate interests and abilities to committee assignments and to balance these assignments throughout the entire faculty.

Faculty Workloads

Faculty that hold 9, 10, 11, or 12 month positions and are subject to the State Retirement System, except probationary employees, are considered full-time faculty. A full-time teaching load for a faculty member requires consideration of (1) the number of contact hours per week; (2) the number of distinctly different preparations; (3) the number of students taught; (4) the nature of the subject; (5) additional responsibilities (such as number of papers to be graded, shops to be maintained, advisee load, etc.); (6) help available from administrative assistants and teaching and lab assistants; and (7) related duties as assigned by their Administrative Supervisor. The College uses its job descriptions, policies and procedures to direct the equitable and reasonable assignments of faculty responsibilities.

1. A normal teaching load is 36-42 contact hours over the course of the fall and spring terms. In most cases, this averages to 18-21 contact hours a semester for instructors and directors. Contact hours may not be carried over from one academic year to another. A full course load for summer can range from 12-16 contact hours (depending on the

factors listed above) or a proportion that is equivalent to the length of summer employment.

2. Department Chairs carry additional responsibilities and will carry a reduced teaching load of 12 contact hours a semester in the fall and spring terms. Also, a proportional reduction in teaching load in the summer term will be granted.
3. Deans carry additional responsibilities and will carry a reduced teaching load of 6 contact hours a semester in the fall and spring terms. Also, a proportional reduction in teaching load in the summer term will be granted.
4. During a semester, the number of courses requiring distinctly different course preparations for a faculty member generally should not exceed three. The immediate supervisor will make every effort to avoid assigning a faculty member more than three distinctly different course preparations during a semester if possible. Faculty members who routinely experience more than three different course preparations per term should work with their supervisor and Dean to find a mutually acceptable solution.
5. If contact hours fall below the minimum in an instructor's range, the Administrative Supervisor will assign additional responsibilities to him/her to bring the number of hours within the range.
6. In addition to the normal teaching load, a faculty member may be assigned/request overload teaching responsibilities that generally will not exceed two courses each semester, fall and spring. Overloads for full-time faculty are not routine and should only be allowed in exigent circumstances when sufficient adjunct faculty cannot be assigned. Overloads must be approved in advance by the director, department chair, dean, and the Executive Vice President and Chief Academic Officer. Faculty members will be compensated for overload hours at the adjunct faculty hourly rate. The number of hours of overload pay is calculated to compensate instructors for only those hours in excess of the upper limit of their normal load (21, 12, or 6). In certain situations when student enrollment is extremely low in a particular section for which the faculty member is entitled to overload (8 or fewer), overload pay will be calculated at half the contact hours.
7. When opportunity for employment exists during the summer semester or for holiday classes, the College offers employment to full-time faculty having nine-, ten- or eleven-month contracts first. Faculty members will be compensated at the adjunct faculty hourly rate.
8. Teaching loads for adjunct faculty will not exceed the maximum limit calculations to keep them under the designation for full time employee benefits. In most cases this calculation is by term, but in certain extenuating circumstances or types of classes (including but not limited to BLET, team-taught courses, etc.), this calculation may use an academic year average.

Approved by the Brunswick Community College Board of Trustees

November 16, 2017

Procedures Revised by President's Cabinet

January 11, 2021