

**Greenville Technical College  
Administrative Policies**

**3-1.6 Faculty Workloads**

Insertion Date: 08-09-10  
Revision Date: \_\_\_\_\_  
Removal Date: \_\_\_\_\_

Approved by:



**A. Greenville Technical College (GTC) uses the South Carolina Technical System Policies and Procedures available on the insertion date of this policy. GTC policy is intended to supplement these SCTECH policies and procedures and a thorough review of these policies and procedures by supervisors are required prior to applying any GTC policy. SCTECH policies and procedures are available at <http://www.sctechsystem.com/faculty-and-staff/policies-and-procedures/index.html>.**

**Those referenced in the development of this policy are:**

1. 8-2-102, Classified and Unclassified Employment Compensation
2. 8-2-102.1, Compensation Plan for Unclassified Faculty Personnel
3. 8-2-103, Faculty Teaching/Work Load and Overload Compensation
4. 8-2-103.1, Faculty Teaching/Work Load and Overload Compensation
5. 8-2-106, Salary Supplements, Technical College Employees
6. 8-2-106.1, Salary Supplements: Technical College Employees
7. 8-7-106, Telecommuting
8. 8-7-106.1, Telecommuting

**B. GTC's policy for faculty workloads**

1. Terms of employment:
  - a. Full-time teaching faculty members are employed for a 40 hour work week during the fall and spring semesters. The summer semester stands alone and is not a guaranteed employment period. Academic deans, assistant deans, department heads, and academic program directors are expected to work during the summer semester. Non-teaching days, holidays, and non-work days are identified in the GTC academic calendar. Faculty supervisory positions such as department head, assistant dean, and dean, are annually reviewed and may be reappointed.
  - b. Teaching faculty are exempt employees meaning they are expected to work with their department heads to accomplish the expectations of their job. Their work schedule is flexible with coordination and approval from the academic dean through the department head. All full-time faculty members are expected to complete their hours on campus. Exceptions to this policy are determined by the academic dean through the assistant dean and department head. *Indirect Instructional Activities* as defined in paragraph B3e(2) are not to exceed 10 hours per week and may be scheduled off-campus with approval from the department head, assistant dean, and academic dean.

2. Teaching assignments:

- a. Full-time faculty may be assigned credit or non-credit courses to fulfill their teaching loads. Their teaching schedule may consist of day, evening, weekend, hybrid, and/or online classes. Assigned classes may be taught at any of GTC's campuses as well as off campus locations such as career centers, local high schools, business and industry sites, etc.
- b. When instructors are assigned to teach courses on two or more campuses during a 24 hour period, travel compensation may be provided using GTC travel procedures. Adjustments in other on campus activities may be considered.
- c. In unusual circumstances, department heads may assign instructors outside the service area provided compensation for travel and workloads are provided.
- d. Courses taught as online may be considered for telecommuting if practical but must follow policy and procedure outlined in SCTECH 8-7-106 and 8-7-106.1 and are approved by the academic dean.

3. Teaching loads and schedules:

- a. Required weekly teaching loads are determined by the Dean for each department prior to the beginning of the semester but may not be less than those listed in paragraphs 2b or 2c. The minimum teaching loads may be adjusted by the Chief Academic Officer (CAO) for specific semesters when warranted. The credit or contact hours described in this paragraph are teaching hours only and do not include other *Direct On Campus Activities* as defined in paragraph 3e(1). These activities include teaching contact/credit hour assignments and office hours, committee assignments and other assignments at the discretion of the academic dean. When determining actual contact hours per week, one credit hour is equivalent to one contact hour per week when teaching pure lecture courses. Course lecture/lab ratios and credit hours are defined by the GTC catalog description. If a load is being assigned that could use a combination of credit and contact hours, the entire load should be determined using contact hours.
- b. The faculty teaching loads for the combined fall/spring semester are 30 semester credit hours *or* 36-44 contact hours for lecture/lab courses. The academic dean determines the required load each semester for all departments in their division. Course designations are listed in the GTC catalog and combinations of lecture and lab/lecture may be used to attain the desired load. Loads over 30 semester credit hours *or* any hours above the designated contact hours for lecture/lab courses are considered as overload. Loads should be distributed as equally as possible between the two semesters (lecture/lab) in fall or spring as long as the total minimum for both semesters is attained. Academic deans, assistant deans, and department heads should advise faculty that when the fall/spring minimum loads are not met, the faculty member could be subject to loss of pay and benefits. Less or more than the total minimum or maximum loads described above will result in an overload or underload condition. See section B4 for details about an underload or overload.
- c. The faculty teaching loads for the summer semester are 12 semester credit hours *or* 18-22 contact hours for lecture/lab courses. The academic dean determines the required load for all departments in their division. Course designations are listed in

- the GTC catalog and combinations of lecture and lab/lecture may be used to attain the desired load. Loads over 12 semester credit hours *or* hours over the designated contact hours for lecture/lab courses are considered as overload. Summer loads are stand alone, meaning the hours cannot be combined with hours from other semesters. Academic deans, assistant deans, and department heads should advise faculty that when the summer minimum loads are not met, the faculty member could be subject to loss of pay and benefits. Less or more than the minimum or maximum loads described above will result in an underload or overload condition. See paragraph B4 for details about an underload or overload.
- d. Full-time teaching faculty are required to post and maintain a minimum of 10 office hours per week that are not part of the instructional period and must be included as part of the syllabi for courses being taught. Office hours should be scheduled around the instructional hours to accommodate students attending classes and are designed for students to interact with faculty. However, if there are no students being seen, other curriculum and instructional related activities may be accomplished. Instructors are expected to be in their office during these posted hours but may be in the immediate area provided that location is specified at the office and the instructor's activity can be immediately put off to accommodate the student. Occasionally, other duties such as committee meetings may conflict with the scheduled office hours and faculty are expected to adjust office hours as needed to meet other commitments. In the rare instance an instructor is not available, students looking for an instructor during posted office hours should have a point of contact for the student. This may be *Instructional Activity*. See paragraph B3e(1) for more details.
  - e. The remaining portion of the work week includes additional assigned duties by the department head, assistant dean, or academic dean.
    - (1) *Direct Instruction Activities* include course instruction time and office hours. They also include, but are not limited to, curriculum development/revision, committee assignments and other assignments at the discretion of the academic dean.
    - (2) *Indirect Instructional Activities* are hours of employment that are not directly connected to teaching and may be on or off campus must be approved through the academic dean. (Refer to paragraph B1b). These may include, but are not limited to, special events, public relations events, registration, recruiting, professional development, industry/community contacts, technology training, accreditation activities, maintenance of instructional equipment, and administrative duties and other instruction related activities assigned by the academic dean. Indirect instructional activities may be conducted on or off campus. These duties do not typically qualify for release time unless approved by the academic dean and are considered part of the faculty workload. *Indirect Instructional Activities* not to exceed 10 hours per week may be scheduled as off campus with approval from the department head, assistant dean, and academic dean.
  - f. Distance Learning course instruction and office hours are managed within the same guidelines defined in paragraphs B3a through B3e above.

- g. GTC considers the minimum class size to be 12 students. Classes may be conducted with less than 12 students at the discretion of the academic dean with justification on file. An **average of 15 or more** students per class for all classes being taught by the instructor is desired for a full load. The academic dean will determine if a full load credit for an individual class is justified based on other classes being taught and the average students per class for all classes being taught by the instructor. If the academic dean decides a reduced load for that class is appropriate, it should be adjusted by 1/12 for each missing student under 12.

NUMBER OF STUDENTS	LOAD
12 <i>or more</i> students	100% load
11 students	11/12 load
10 students	10/12 load
9 students	9/12 load
8 students	8/12 load
7 students	7/12 load
6 <i>or less</i> students	6/12 load

- h. The final determination of instructor load is computed using the classes or class hours scheduled and adjusting for release time inputs.
4. Underloads or Overloads:
- a. The academic dean must approve individual instructor underload or overload conditions. Consideration of teaching loads includes factors noted in 8-2-103.1, paragraph IIIC.
- b. All underload and overload decisions must be documented and available in the academic dean's office.
- c. Underloads:
- (1) An underload occurs when the minimum number of credit or contact hours identified in paragraphs B3b or B3c cannot be made after release time is included in the computation. Every effort to provide valid load should be considered before allowing underload to occur. Underloads may also impact individual benefits.
  - (2) Department heads should try to accommodate the desires of instructors when considering load but underload will impact faculty salary and full time instructors have priority for class scheduling when load is a factor.
  - (3) Summer is considered as a separate semester, and loads may vary resulting in possible reduced loads and salary. Underloads may also impact individual benefits. Refer questions concerning the impact of underloads on individual pay and benefits to the Human Resource Department.
- d. Overloads:

- (1) An overload will occur when an instructor exceeds the number of credit or contact hours identified in paragraph B3b and B3c.
- (2) Overloads should be kept to a minimum but when required should not exceed three credit hours or three contact hours over the maximum listed in paragraphs B3b and B3c. In an emergency situation, the academic dean can authorize up to six credit hours or six contact hours of overload.
- (3) Teaching faculty receiving supplements should not be overloaded except under critical circumstances. The academic dean will make this determination.
- (4) When computing the pay rate for overloads, GTC uses the instructor's annualized base pay divided by 2080 as the hourly rate or by the GTC's pay plan for temporary/adjunct faculty, whichever is higher.
- (5) Overloads may be assigned by the department head, assistant dean, or academic dean as needed in the absence of available instructors. Consideration of other duties and locations will be considered when making class schedule assignments.
- (6) Compensation will be paid for overloads as follows:
  - (a) Overload pay is an hourly rate computed based on the hours taught *over* the maximum loads described in paragraphs B3b or B3c. In addition, when overload results in adding an additional class, one office hour per week may also be paid. No additional office hours are added for additional overload classes unless approved by the academic dean.
  - (b) For overloads in the fall semester, compensation may be paid as soon as spring schedules are finalized using the schedule outlined by the Human Resources Office. It is GTC's policy to pay overload as soon as practical.
  - (c) For overloads in the fall semester, compensation may be paid in the spring semester using the schedule outlined by the Human Resources Office.
  - (d) For overloads in the summer semester, compensation may be paid in the summer using the schedule outlined by the Human Resources Office.

### **C. GTC's policy for full-time faculty release time**

1. Faculty release time is designated to help provide additional time for administrative duties not normally required by faculty members. Faculty release time is not designed for duties usually associated as a faculty responsibility such as course preparation, curriculum development, lab and instructional equipment maintenance or similar duties.
  - a. Standard release time is minimum teaching load release assigned to supervisory positions. The following represents the *minimum release* time for faculty members in supervisory positions:

POSITION	MINIMUM RELEASE TIME
Academic Deans	Full release from teaching
Assistant Deans	Partial: All but 3 credit hours/1 class
Department Heads	Partial: Minimum of 3 credit hours/1 class
Program Directors	As approved by the Academic Dean

Additional release time for members in supervisory positions may be requested for large departments or other duties and approved the Chief Academic Officer. Release time is preferred over supplemental pay for non-permanent duties performed by faculty.

- b. Non-standard release time is defined as time released from required teaching load to accomplish specific projects or work. All non-standard release time must be approved by the Chief Academic Officer with specific deliverables due at the end of the semester. Degree of accomplishment for these deliverables may be evaluated as part of the annual review process.
2. GTC determines release time based on SCTECH policy 8-2-103 and SCTECH procedure 8-2-103.1. When full-time faculty release time is requested, all supervisors in the individual's chain must review and recommend approval. Supplemental amounts can be determined using the worksheet located on the intranet in the A-Z listing under "Release Hour Worksheet/Form". This worksheet should be submitted with requests for new supplemental amounts.

**D. The following constitutes the policy of GTC as it applies to faculty pay supplements:**

1. Faculty pay supplements are designed to supplement faculty pay for permanent or temporary additional duties and duties associated with supervisory positions. Faculty supplemental pay agreements are for one year and must be reviewed and approved annually by the Chief Academic Officer or that person's designee. Temporary supplements are for 12 months and approved by the State Office of Human Resources; however, these supplements should be removed as soon as they are no longer applicable. Faculty supplements are budgeted with the faculty pay during the budget year; department heads, assistant deans, and academic deans are responsible for ensuring adequate funds are available before requesting approval.
2. GTC determines faculty pay based on SCTECH policy 8-2-102 and SCTECH procedure 8-2-102.1. When a salary supplement is requested, all supervisors in the individual's chain must review and recommend approval. Supplemental amounts can be determined using the worksheet located on the intranet in the A-Z listing under "Supplement Worksheet/Form". This worksheet should be submitted with requests for new supplement amounts.
3. Supplements are reviewed and approved during July of each year to become effective with the September pay. Faculty supervisory positions may be reappointed at the same time. These positions typically include all department heads, assistant deans, and academic deans but may also include any others such program directors.