

Workload, Full-Time Faculty Policy	Policy Number	2.18
	Effective Date	September 2, 2008

## 1.0 POLICY & PURPOSE

Laramie County Community College has established workload requirements that allow for full-time faculty members to fulfill their teaching duties, as well as other College obligations. Specific guidelines related to workload requirements are outlined in further detail in the accompanying procedure.

## 2.0 REVISION HISTORY

Revised on: 10/19/95, 10/9/97 (Reduction in faculty teaching load from 30-32 to 30 equated credit hours per academic year became effective academic year 1997-98), 4/21/03, 9/2/08

## 3.0 PERSONS AFFECTED

Person affected by this policy are all full-time faculty members.

## 4.0 DEFINITIONS

### A. Instructional Teaching Terms

- 1) *Advising* – the faculty member’s role in academic planning with students, which includes assistance in course selection and registration, monitoring academic progress and degree planning.
- 2) *Assessment* – the on-going process to provide information about student achievement and performance and program effectiveness, in order to make sound decisions about students and programs, and ultimately budget and strategic planning
- 3) *Banking* – the option to hold a semester’s overload pay to offset an expected underload in a subsequent semester during the same contract year.
- 4) *Clinical* – a course in which students provide direct patient care within a clinic setting. An instructor must be available in the facility at all times for supervision and assistance in the provision of direct patient care, and ongoing evaluation of students. The faculty member is also jointly responsible for the quality of care provided to the patient.
- 5) *Contact Hour* – a 50-minute instructional activity in which the student and faculty interact (not necessarily synchronously) to meet specified learning objectives.
- 6) *Contract Year* – normally, an academic year is defined as consisting of the fall semester and the following spring semester of two consecutive calendar years. This typically consists of a 168 day or nine-month contract. If alternative contracts are established, the academic year or contract period shall be as stated within the contract.
- 7) *Credit Hour* –

- 9) *Independent Study* – a course delivered by a faculty member to a small number of students without assigned class time. Independent study is typically offered only in the following circumstances: there are no other sections of the course offered; there are not alternative courses for the completion of the defined program of student printed in the catalog; the faculty member and Dean determine it essential that the course be made available to students, and the faculty member is willing to become a mentor.
- 10) *Instructional Laboratory* – a course in which demonstrations, exercises, projects,

---

REQUIRED	NAME/SIGNATURE	DATE
----------	----------------	------



Council for Enhancing Learning & Teaching (CELT) Jan 20.P(