

1409.01 FACULTY LOAD PROCEDURE

This procedure has been developed by the Vice-President for Educational Services to implement Policy 1409.00 Faculty Load Policy, with the appropriate involvement of faculty. These procedures outline conditions under which any exceptions to policy may be made. The Vice-President for Educational Services shall also provide for establishment of workload for non-teaching faculty.

This procedure supersedes any and all prior written or oral agreements regarding faculty load, overload, and calculation of overload. The understandings and compensation in this procedure and the corresponding 1409.00 Faculty Load Policy apply to regular faculty at all NMC campuses.

I. SCOPE

Changes to these procedures may be proposed by any career plan faculty member, Academic Area Chairs, or the Vice President for Educational Services and may be considered as often as once per year. Such changes will be recommended by the Vice President for Educational Services to the President for approval, after review by Academic Area Chairs and Faculty Council.

Any exceptions to these procedures will be reviewed and approved by the faculty member, Academic Area Chair, and Vice-President for Educational Services. These exceptions will be documented in writing as to the reasons, conditions and the time limits, signed by each party, and filed with the office of Human Resources with copies to all concerned parties.

II. BASE LOAD

It is the policy of Northwestern Michigan College that the normal full-time load for Career Plan teaching faculty, hereafter referred to as Faculty, is 30-32 contact hours of instruction per year for a two-semester faculty member and 45-48 contact hours of instruction per year for a three-semester faculty member (15-16 contacts per semester).

The factors to consider when determining an annual load within the range of 30-32 include, but are not limited to: total number of preparations, new course preparations, class size, intensive writing assignments, and the extent of new technologies.

In instances where an individual's semester load falls below the minimum, specific arrangements will be made with the Academic Area Chair and approved by the Vice President for Educational Services to guarantee fulfillment of annual load requirements.

Overload (above normal full-time load) will be accumulated after the 32nd contact (two-semester contract) or 48th contact (three-semester contract). Fall semester overload may be paid at the instructor's request during the semester, if historically, the instructor has consistently met full load during the academic year. If in subsequent semesters the instructor does not have a full load, Human Resources will inform Payroll to deduct the appropriate overload amount from the faculty member's salary.

III. ADDITIONAL RESPONSIBILITIES

In addition to regular instruction, teaching faculty are also responsible for professional responsibilities as outlined in the NMC Faculty Professional Responsibilities section of the Faculty Handbook.

IV. RELEASE TIME

Release time will generally be provided for instructional administration as provided in the instructional organization plan. Any changes to release time will be approved on an annual basis, in conjunction with the budgeting process.

V. CLASS SIZE

Minimum class size will be established on case-by-case basis with reference to current area efficiency goals. Academic Area Chairs will submit written documentation to the Educational Services Office as to the rationale for holding classes that are less than 50% efficient. Maximum class sizes will be recommended by the Academic Area Chair and approved by the Vice President for Educational Services. Changes or exceptions from previous years will be documented.

Faculty load procedures are based upon class sizes at or above minimum unless exceptions apply. Refer to Load Exception and Additions section for exceptions.

In instances where class minimums are not reached, the faculty member, Academic Area Chair, and Vice President for Educational Services may make appropriate adjustments in load. Factors to be used in load adjustments would be the same as those used in determining base load.

VII. TEACHING SCHEDULES

Class schedules will be developed to meet the needs of students and will be established by the Academic Area Chairs with final approval of the Vice President for Educational Services.

Instructors may be assigned to teach by Academic Area Chairs at any time within the normal class hours of 7:00 a.m. and 10:00 p.m. Academic area needs outside this range will be approved by the Academic Chair. Consideration shall be given to the allowance of a twelve-hour interval between the end of one day's scheduled class time and the beginning of the next. Academic Area Chairs and the Vice President for Educational Services will attempt to balance schedules among faculty within the Academic Area by taking into account such factors as number of preparations, new preparations, writing-intensive courses, and early morning or evening assignments. Faculty will be provided an opportunity to submit preferred teaching schedules to the appropriate Academic Area Chair.

VIII. LOAD DETERMINATION

All instruction including lecture, laboratory, recitation, studio, and clinical classes will be counted toward faculty load on a contact hour basis except as noted below. Contact hours will be determined through the curriculum approval process.

IX. LOAD EXCEPTIONS AND ADDITIONS

Aviation

Aviation faculty will be expected to be available for student instruction an average of 35 hour per week. Exact scheduling will be determined by the Division Director to best meet the needs of students in the aviation program.

Clinical Nursing

In clinical nursing instruction, the number of patients under the direct responsibility of the instructor will count toward the class size total.

Flexible Learning Options (FLO) Courses

Instructors may request to develop and teach FLO courses by completing a FLO New Course/Training Request form. This request must be endorsed by the faculty member's Academic Area Leadership and be submitted to the Director of Educational Media Technologies for his/her recommendation. The recommendation is then submitted to the Vice President for Educational Services for final approval.

Interactive Television (ITV) System

Additional Compensation/Release Time: If the instructor has not taught a particular course over ITV before, the instructor may apply for additional compensation or release time. Additional compensation/release time will be equal to the contact hours of the course. Additional pay for development is subject to overload status as described in the Overload section of this document. The instructor is granted the compensation/release time to go through the ITV training process and work with the instructional designer in

course preparation. This training and preparation time may be taken during the same semester or the semester before the course is taught. Subsequent times an instructor teaches the particular course over ITV, there will be no additional compensation/release time for the course. Travel to remote sites is compensated per NMC travel policy.

Required Training: The ITV training process is required for all instructors who have not taught a particular course over ITV before. Contact the FLO Office for details.

Class Size: For load purposes, the main campus class and the remote site classes together constitute one class. The enrollment maximum for any class offered over the ITV system should be equivalent to that offered in the traditional format. For instance, if the traditional formatted class has a maximum of thirty, then the total enrollment of the main campus class and all remote sites should not exceed thirty.

X. LINKED CLASSES (Classes taught separately but linked by course material)

Each instructor teaching a linked class will receive one contact hour beyond the course contact hours of the linked class they are teaching, to be paid as overload or applied to regular load at the instructor's discretion. Funding, beyond one credit hour, for the preparation of a first time linked course should be requested from CIE or outside grants.

XI. NON-CREDIT INSTRUCTION

Non-credit instruction (including Extended Educational Services and M-TEC Training and Research courses) may be considered on a contact-hour basis as part of load with advance and written approval of the Vice President for Educational Services; however, such credit shall not exceed 25 percent of annual load. Revenue derived from non-credit instruction must yield the college general fund an amount not less than the current college class size average times the current in-district tuition per contact hour. It is understood that said non-credit instruction will be in the academic area of the individual faculty member.

XII. SUPERVISION OF INTERNSHIPS

It is recognized that the supervision of internship, practicum, and work experience students remains an area in need of continued study. There are questions both as to the range of expectations for faculty performing these duties and as to the appropriate credit toward load for such work.

The faculty, Academic Area Chairs, and Vice President for Educational Services will provide for establishment of minimum expectations to be fulfilled by those involved in these activities.

Supervision of internship, practicum, or work experience students when enrolled for a specific work-based learning course will be factored at 5 students to 1 contact, for the purposes of defining load. Students above or below a multiple of 5 will be rounded to the nearest whole contact hour. For example, if the student number is 18 for these courses, the instructor will receive 4 contacts toward load for the year.

AUTHORIZATION OF STAFF PROCEDURE

Director of Human Resources' authorization: William L. Hendry Date Authorized: 6/17/04