

Orangeburg-Calhoun Technical College Statement of Policy

Title: Faculty Workload, Overload, and
Administrative Supplement

Number: 8.001

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Department of
Responsibility: Human Resources

Authorization:

Area Commission Chairman

President

Date Approved: July 20, 1993

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Last Reviewed: January 20, 2004

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. PURPOSE:

This document establishes the policy for the assignment of faculty workload and additional compensation for overload and administrative duties.

II. POLICY:

Faculty are recognized by the College as professional educators and are employed to perform teaching and other instructional and educational related duties depending on the needs of the institution.

The minimum full time week is 37.5 hours to include but not limited to: assigned teaching, advising, office hours, preparation, committee meetings, college and community service, curriculum development and any other assigned duties and responsibilities.

III. Teaching Loads

The desirable teaching load shall be 15-18 semester credit hours or 20-24 instructor classroom/lab contact hours for each of the two academic semesters and

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between 12-15 semester credit hours or 16-20 contact hours for the summer session. Exceptions may be made based on total number of assigned students, class size of assigned sections, or total student credit hours generated.

IV. Overload Compensation

Overload compensation may be paid to teaching faculty who are assigned more than a full teaching workload (minimum 37.5 hours per week) during any semester or summer session.

V. Administrative Supplement and/or Load Reduction

Faculty assigned to positions with supervisory and/or management responsibilities may be authorized a reduction in teaching load and/or a salary supplement in accordance with SBTCE guidelines.