

# Orangeburg-Calhoun Technical College Statement of Procedure

Title: Faculty Workload Overload Administrative Supplement

Number: 8.001.01

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Department of  
Responsibility: Vice President for Academic Affairs

Authorization:

\_\_\_\_\_  
President

Date Approved: July 20, 1998

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Last Reviewed: \_\_\_\_\_

## 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.**

The Procedure supplements Policy 8.001 of the same title:

The Vice President for Academic Affairs is responsible for assigning faculty teaching workloads and approving overload compensation within the parameters of this procedure. Administrative authority may be delegated to academic staff. This procedure establishes the assignment of faculty teaching workload and additional compensation for overload and administrative duties. Its primary purpose is to ensure that all faculty members receive fair and equitable treatment concerning status and overloads.

### I. Terms of Employment for Full-Time Teaching Faculty

Teaching faculty are employed to perform teaching and other instructional related duties depending upon the needs of the institution. The minimum full-time work 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. The College will publish and distribute annually an academic calendar indicating the

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beginning and ending dates of academic semesters, sessions, and designated faculty holidays.

### A. Regular Academic Year

Teaching faculty are normally employed for 39-weeks (nine-months) encompassing the fall and spring semesters.

### B. Summer Session

Teaching faculty may be considered for supplemental employment opportunities during the summer. Summer employment agreements may be for periods up to thirteen (13) weeks beyond the normal thirty-nine (39) week employment period. Compensation may be up to 1/39 of the thirty-nine (39) week salary for each full week worked or on an hourly basis for hours worked. If compensation is on an hourly basis, the compensation rate may be based on the individual faculty member's base pay (Annual Equivalent Salary divided by 2080) or the College's pay procedure for temporary/adjunct faculty.

Teaching faculty who work outside their base period of thirty-nine weeks (nine months) of employment are not considered to be working in a dual employment arrangement, but are instead considered to be on summer employment.

## II. Teaching Assignments

Faculty may be assigned to teach credit or non-credit courses in their area of expertise as part of their primary teaching load. Such courses may be assigned to be taught during the day and/or evening hours, at on campus or off campus locations, or any combination thereof, and through alternate delivery methods. Teaching faculty are employees of the College and may be assigned to any campus/site within the College's service area depending upon the business needs of the college.

## III. Teaching Loads

Each semester shall normally consist of 16 weeks for instruction and exam periods. The desirable teaching load shall be 15 to 18 semester credit hours or 20-24 instructor classroom/lab contact hours. The Vice President of Academic Affairs may allow exceptions to full-time teaching loads based on business need(s).

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- A. The desirable teaching load for the full summer session (as defined in Section I.B) shall be proportional to the College's full-time teaching load for a semester. If a mini-term is scheduled, the College shall prorate normal faculty teaching loads accordingly.

The compensation may be prorated as follows for the summer session:

Credit Hours	Compensation	Contact Hours
1-5	Prorated hour rate	1-6
6-8	½ time contract	7-10
9-11	¾ time contract	11-15
12-15	full contract	16-20

### B. Overload Compensation

Any overload compensation will be in accordance with College and SBTCE policies and procedures. Overload compensation may be paid to teaching faculty who are assigned more than a full teaching workload. Overload compensation may be paid if either 15 semester credit hours or 20 contact hours are exceeded in either of the two academic semesters or if either 12 semester credit hours or 16 contact hours for the summer session are exceeded.

Academic Deans and/or Program Coordinators must work closely with each faculty member to ensure that all faculty receive fair and equitable treatment concerning status and overloads. The Academic Deans and/or Program Coordinators should consider the following when making faculty assignments to help achieve such fair and equitable treatment:

- Type of classes (lecture, shop, laboratory, clinical, etc.) Number and type of preparations.
- Class size of assigned sections, total number of assigned students
- Scheduled time and location of classes.
- Budgetary constraints and considerations.
- Other reasonable considerations based on the requirements of a specific academic discipline.
- Release time.
- Team teaching.
- Independent study (Independent study assignments are not a part of the teaching workload.)

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Faculty members who perceive fair and equitable treatment is not being achieved in their programs should approach the Program Coordinator, Academic Dean, and the Vice-President for Academic Affairs (in that order) to voice their concerns. The faculty member may attain eligibility for overload compensation by assignment of credit hours or contact hours, but not a combination of the two. Faculty will not be

permitted to work an overload in one academic semester/session in order to get a reduced load in another academic semester/session (less than full-time status). The hourly rate of compensation for teaching overloads will be based upon the individual faculty member's base pay (Annual Equivalent Salary divided by 2080) or the College's pay plan for adjunct faculty.

The College will limit the number of overload courses full-time faculty may teach to ensure the most effective learning environment for students. Full-time faculty may teach up to two (2) overloads per fall and spring semesters. Any exception must be approved by the Vice President for Academic Affairs.

### C. Academic Dean

Academic Deans will be assigned a teaching load. Academic Deans may receive release time during fall, spring and summer to complete additional administrative duties. The Vice President for Academic Affairs will assign Academic Deans their teaching load and other duties.

## VII. Administrative Supplement and/or Load Reduction

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

If supplements are determined to be warranted, the following scale has been adopted for Academic Deans and Program Coordinators:

A. Supplement for Academic Deans:	\$750.00
B. Supplement for Assistant Deans:	\$400.00
C. Supplement for Program Coordinators:	\$250.00-\$400.00
D. Supplement for Lab and Course Coordinators	\$200.00-\$250.00

Academic Deans and Program Coordinators with a reduced teaching load normally are not eligible for teaching overload compensation; however, extenuating circumstances may warrant overload compensation. Such extenuating

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circumstances will be determined on a case by case basis and approved by the Vice President for Academic Affairs.

### Other Assigned Duties and Responsibilities

Teaching faculty are required to post and maintain a minimum of eight (8) office hours per week to advise and assist students with their academic work. In addition to these hours, teaching faculty are responsible for curriculum development, institutional team or committee assignments and other instructional related duties as assigned.