

4.2.1. OFTC Faculty Load Procedure

Faculty members are employed at Oconee Fall Line Technical College (OFTC) to provide instruction and perform other duties based on the needs of the college. To ensure the quality and integrity of the academic programs, OFTC has implemented the following procedures.

Faculty teaching loads should allow for effective and efficient teaching. In determining faculty load, the Deans of Academic Affairs and/or Vice President of Academic Affairs shall take into consideration the following factors: course content and level; type of instruction; number of class preparations; expertise of the instructor; student advisee load; planned faculty development activities; planned accreditation activities; committee assignments; and other activities which help the college achieve its stated purpose.

A semester consists of 15 weeks of instruction and final exams. Summer semester consists of ten weeks of instruction and final exams. An academic hour generally consists of 50 minutes of instruction.

Full-Time Faculty Member

The work obligation of Oconee Fall Line Technical College for full-time faculty is 40 hours per work week exclusive of time off for meals (TCSG policy manual, 4.1.8). For full-time instructors who teach lecture courses, the optimal teaching load will be 15 - 20 credit lecture hours per semester or up to 60 credit lecture hours annually regardless of mode of delivery. For full-time faculty who teach lecture/lab combination courses, the optimal teaching load will be 25 - 30 contact hours per semester or up to 90 contact hours annually regardless of mode of delivery. Three office hours are required each week for full-time faculty when classes are in session; these hours must be posted.

Faculty assignments and schedules are made to ensure equitable and reasonable assignment of faculty responsibilities and to provide an instructional program designed to meet the variety of needs of the service area. Because instruction will normally be offered at any time between 8:00 a.m. and 10:00 p.m. Monday through Thursday and 8 a.m. and 1:00 p.m. on Fridays, instructional personnel should expect that they may be scheduled to work during those hours.

Faculty responsibilities will be assigned by the appropriate division chairperson and approved by the appropriate Dean for Academic Affairs and/or Vice President of Academic Affairs. Schedules and teaching loads may be revised after registration is complete.

The academic affairs deans have the responsibility of assigning schedules in a consistent, fair, and academically appropriate manner. The academic affairs deans, in conjunction with the Vice President of Academic Affairs, approve teaching schedules. Teaching loads may be adjusted for budgetary or productivity considerations.

Instructional Workload Adjustments

Faculty teaching loads shall be evaluated each term but will not exceed the annual limits of 60 credit hours and/or 90 contact hours. Deans/VPAA may, in writing, request adjustments to the faculty teaching loads specified above. These adjustments are to take into account exceptional responsibilities or external factors (i.e. accrediting agency guidelines) which could alter an instructor's teaching load. The dean or director shall submit such requests to the Vice President for Academic Affairs prior to the beginning of the term for which the request is made. An underload in one semester may result in an overload in another semester.

Clinicals/Practicums/Internships/Externships

Allied Health Clinical Courses

Contact hours associated with clinical courses in the Allied Health programs may be shared between the full-time faculty member and clinical preceptors, coordinators, or adjuncts. The clinical hours assigned to the full-time faculty member are included as part of the normal load.

Externships/Practicums/Internship Courses

In certain programs, students are assigned practicum, externship, or internship courses. However, the faculty member is not at the site or in class for the entire contact hours noted in the course schedule. The faculty member gives a schedule of faculty visits to the division chairperson and to the appropriate Dean of Academic Affairs.

Students may elect to take an internship in some programs. The faculty member is assigned internship courses, but they are not assigned entire contact hours noted in the course schedule. The faculty member and the student work with the intern site to establish the tasks that the student must accomplish and the role of supervisor as the evaluator of the student's performance. The faculty member may visit the site periodically and work with the student to make sure the internship is meeting the student's program requirements.

Indirect Instructional Activities

Teaching faculty are required to post and maintain a minimum of three office hours per week to advise students and to assist students with their course work.

Other indirect instructional activities may include the following:

- Class preparation
- Professional growth and development
- Curriculum development/revision activities
- Other appropriate instructional or institutionally related activities

Teaching loads may be reduced due to extra assignment of duties such as supervising student activities, preparing for a self-study program accreditation, completing a project assigned by the college's administration, or other duties as agreed upon by the supervising Deans for Academic Affairs and the Vice President for Academic Affairs.

Faculty members are expected to perform other tasks that will assist the college in achieving its goals and purposes, including the following:

- Commencement exercises
- Occupational Advisory Committee meetings
- College meetings including employee, faculty, and committee meetings
- Visits to employers or potential employers
- Visits to high schools

Advisement and Registration

Registration and student advisement duties are inherent in each full-time faculty member's responsibilities. Registration duties will be assigned for advanced and new student registration. Advisement occurs throughout the academic year. General Education faculty members are not assigned advisees but may be given additional responsibilities in the tutorial center at the college or they may assist in registration or new student orientation. Program faculty will advise all students in their program of study on their respective campus. If a program does not have a full-time faculty member on the campus, then the lead instructor, division chairperson, and Dean(s) for Academic Affairs share the advisement responsibilities.

Division Chairperson Work Load

The obligation of the Instructional Division Chairperson is 40 hours per work week exclusive of time off for meals (TCSG policy manual, 4.1.8). For division chairpersons who teach lecture/lab courses, the optimal number of direct student contact instructional hours per week is 25 instructional hours of direct student contact or 75 contact hours annually. For division chairpersons who teach lecture courses, the optimal number of credit hours is 15 semester credit hours a week or 45 credit hours annually.

Outside Employment

Full-time faculty, as employees of a state agency, cannot work outside the college without the permission of the President.

Adjunct Faculty

Adjunct faculty members provide an important service in the delivery of instruction at Oconee Fall Line Technical College. Adjunct faculty teaching courses for credit must meet the same requirements for credentialing as full-time faculty in the same teaching field.

With the approval of the OFTC President in writing, a full-time College staff (non-faculty classified as exempt staff) may teach a maximum of one (1) course per term. All courses must be taught outside of the 40-hour work week. Staff teaching courses for credit must meet the same requirements for credentialing as full-time faculty in the same teaching field.

Distance Education/GVTC Courses

For the purposes of this procedure, distance education includes online classes (strictly online instruction), hybrid classes (any combination of online and face-to-face instruction), web enhanced classes (face-to-face instruction supplemented with online learning tools), and courses offered via video-conferencing technology. All faculty members, full-time and adjunct, teaching distance education courses must meet the faculty qualifications outlined in the Faculty Credential Review Manual.

Additionally, all faculty teaching distance education courses are required to attend training in the online software used to facilitate the class. A faculty member developing a course for distance education delivery may be relieved of one class teaching assignment for the purpose of course development and implementation. This reduction in teaching assignment shall terminate with the successful implementation and development of the course. Release time for the development of any course shall not exceed one term unless an extension is approved by the Dean of Academic Affairs and the Vice President of Academic Affairs.

In cases where the same course is taught in distance education environment and traditionally, and enrollment is low in the classes, then two or more courses may be used to equate to one class for teaching load purposes as long as the total number of students does not exceed 30 students. The Dean for Academic Affairs and/or Vice President of Academic Affairs must approve an extension of the class size limit beyond the 30 student maximum.

Distance education classes are treated the same as traditional classes in determining faculty load. Faculty will allot appropriate time for distance education classes on their schedule. Full-time faculty members are required to be on campus for distance education classes unless approved by the President or the Vice President of Academic Affairs.

Sequential scheduling

Courses in certain programs (Cosmetology, Emergency Medical Technician, Paramedicine, Practical Nursing) and dual enrollment classes (classes offered to high school students who obtain dual credit with the technical college and high school) may be scheduled sequentially so that students can obtain the required prerequisite courses and competencies needed to progress in the program of study within a semester.

Concurrent Classes Process

Several programs in the Trades and Industrial area and Cosmetology require concurrent classes to best meet the needs of the students. The schedules are limited to a maximum of four concurrent classes/four preparations within a block of time. Faculty members still meet the number of direct student contact instructional hours per week of 25 -30 instructional hours accompanied by 10- 15 hours of indirect instructional hours or similar combination to comprise the total work week. Enrollments in these concurrent classes are reduced, and lab assistants may be hired to allow instructors to better accommodate the needs of students.

The rationale for concurrent classes is that most of the courses in the Trades and Industrial and Cosmetology programs are self-paced and lab-based, and students work at their own pace under the guidance of the assigned instructor. Additionally, the concurrent scheduling allows

the college to offer entry-level classes every semester so that students can be admitted into programs every semester. It also allows the college to offer more advanced courses every semester so that students can progress through the program of study.

Instructors ensure that competencies are taught and learner outcomes are achieved by using an instructional delivery system that includes a syllabus and detailed lesson plan. Instructors are able to provide quality instruction while teaching concurrent classes by utilizing a variety of instructional methods which may include self-paced instruction, a combination of online/hybrid instruction with staggered lecture meetings, or computer-based prescriptive learning systems. The instructor's choice of instructional methods is recorded in the syllabus.

Students receive progress flow sheets or work order sheets which contain reading/writing assignments, video/DVD assignments, computer simulation assignments, practice lab assignments, and/or performance lab assignments. At designated points on the flow sheets or work order sheets, students are directed to consult the instructor. Individual or small group instruction and evaluations are conducted at these designated points. Practice labs, performance labs, and tests are evaluated by the instructor. Students who do not demonstrate mastery of competencies on performance labs are assigned additional practice labs before retesting to establish competency mastery. Flow sheets or work order sheets which correspond to the competencies and objectives in each course have been developed individually by the programs.

Evidence of the instructor's ability to monitor student mastery of competencies in concurrent classes is further supported by results of the program learning outcomes. The appropriate Dean for Academic Affairs is responsible for periodically monitoring and reviewing assessment procedures to ensure adequate and appropriate achievement of student competencies.

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