



Procedure 308-02 Instructional Load

Sponsor: Academic Affairs

Purpose

The purpose of the instructional load procedure is to ensure that loading expectations for faculty are clear and equitable and that the quality of program delivery in the classroom is consistently maintained.

Definitions

Contact Hour One instructional contact hour is 50 minutes of direct contact with students or the equivalent amount of work in a remote modality (see Procedure 301-03 Assignment of Credit Hours). Two types of contact hours are delineated at CCC:

1. Lecture – This describes instructional contact time that focuses on direct instruction, discussion, and other class activities to help students master conceptual materials. Class preparation, evaluation of student performance, and grading typically take place outside of class time.
2. Lab—This describes instructional contact time that focuses on the direct application or practice of concepts and skills. Class preparation typically takes place outside of class time, while evaluation of student performance and grading may take place in class or outside of class.

Course – A unique set of educational activities characterized by a particular set of learning outcomes and a defined amount of student and faculty effort, represented respectively by credit hours and load hours. Each course is labeled with a prefix representing the primary subject, a unique number, and a descriptive title. A course may be offered in a variety of formats and modalities, but the learning outcomes and amount of effort involved are assumed to remain constant across formats and modalities.

Full-Time Equivalent (FTE) – One instructional FTE is considered to be 15 instructional load hours per fall and spring semester for a total of 30 instructional load hours each academic year. Consequently, each load hour is 1/15 (.067) FTE.

Load Hour A load hour represents the amount of weekly work equivalent to one (1) contact hour of direct instruction plus one (1) hour of class-related activities (preparation, grading, etc.) per week for a 16-week class or an equivalent amount of work for an online or hybrid class.

Release Time Release time refers to a reduction in load for a full-time faculty member to offset the time taken by assignments outside of the normal faculty duties. It is given in increments of one (1) load hour for every 32 hours of non-teaching work per semester.

Section An individual instance of a course offered at a specific day, time, and modality. Sometimes referred to as a “class,” each section is associated with a unique faculty and set of students. The section inherits its characteristics (learning outcomes, credit hours, load hours, etc.) from the course of which it is an instance.

Procedure

Calculating Load Hours

Instructional (teaching) load is based on two underlying assumptions:

1. The teaching work of a faculty consists of both direct contact with students and preparation/grading/evaluation, and
2. Each instructional load hour consists of approximately 2 hours of total work per week during a 16-week semester (or a corresponding amount in a shorter period, e.g., 4 hours per week in an 8-week term).

Instructional load is related to the Carnegie unit, which establishes minimum standards for how much credit is awarded to students for their coursework. Lecture and lab contact time are determined during the curriculum development process based on expectations for student work (see Procedure 301-03 Assignment of Credit Hours). It is common practice in higher education to weight lab contact time slightly less than lecture contact time for purposes of calculating faculty load.

In keeping with this practice, instructional load at CCC is calculated as follows for all courses except those in Nursing and Allied Health:

$$\text{Load Hours} = (\text{Lecture hours} * 1.0) + (\text{Lab hours} * 0.7)$$

For Nursing and Allied Health courses, instructional load is calculated as follows:

$$\text{Load Hours} = (\text{Lecture hours} * 1.0) + (\text{Lab hours} * 0.75)$$

For example:

Course	Credit Hours	Lecture Hours	Lab Hours	Calculation	Load Hours
ENG 101	3	3	0	$(3 * 1.0) + (0 * 0.7)$	3
ART 110	3	1	5	$(1 * 1.0) + (5 * 0.7)$	4.5
CHM 130	4	3	3	$(3 * 1.0) + (3 * 0.7)$	5.1
CTM 123	3	2	2	$(2 * 1.0) + (2 * 0.7)$	3.4
NUR 111	1	0	3	$(0 * 1.0) + (3 * 0.75)$	2.25

Except in the case of variable-credit courses such as internships and special topics courses, all sections of a course have the same number of credits and load hours associated with them.

Load for Clinicals and Skills Labs in Nursing & Allied Health

Classes in Nursing and Allied Health that include a combination of lecture and clinicals/skills labs function differently than a standard lecture/lab class because students divide up into small groups for the lab portion. Each clinical/skills lab session can only accommodate a small number of students, and an instructor is required for each session. Consequently, load for the lecture (didactic) portion is calculated as normal with one (1) load hour for each hour of student contact over a sixteen-week semester; however, load for the lab (clinical/skills lab) portion is calculated by summing the total amount of contact time with students over the course of the semester, dividing by 16 to find the average amount of contact time per week, and multiplying by the lab load factor of 0.75. The following table shows the minimum obligation for one (1) load hour of lecture and one (1) load hour of clinical/skills lab.

	Hours per week with students	Hours per week prepping/grading	Total hours per week	Total hours per semester
Lecture (didactic)	1	1	2	32
Clinical/Skills	1.333 (1hr 20 min)	0.667 (40 min)	2	32

Faculty in Nursing & Allied Health are assigned to the necessary number of clinical and/or skills lab sessions to meet their total load obligation for the semester. Any clinicals or skills labs above the minimum load obligation are paid as overload assignments.

Prorating Instructional Load for Low Enrollment

The College balances its support for the benefits of small class sizes with the need for fiscal sustainability. On average, each new section that the College offers require an enrollment of 12 students or a fill rate greater than 50% to ensure that the added cost of instruction is covered by additional tuition revenue. Consequently, instructional load and the compensation associated therewith; (see Procedure 444-02 Compensation) may be prorated for sections with fewer than 12 students or with a fill rate less than 50%, whichever is less, unless the Dean makes a specific exception in consultation with academic and student affairs leadership.

For example:

Course	Cap	Cut-off: 12 Students or 50% Full	Example Course Enrollment	Example Prorate Proportion
ENG 101	24	12	9	9/12
ART 110	16	8	6	6/8
MAT 151	30	12	8	8/12
PSY 101	32	12	11	11/12
FIT 111	20	10	9	9/10

In general, exceptions are made (i.e., classes are designated as “must carry” and therefore are not prorated) for one of the following reasons:

1. The section is required for students to graduate, and there is not a reasonable alternative.
2. The section includes students from partner organizations, such as CAVIAT, for whom there is not a reasonable alternative.
3. The section is part of a program of study, location, time, or delivery modality that is being intentionally cultivated with the expectation of lower initial enrollments.
4. The section is part of the minimum annual load of a full-time faculty when other load options are not available.

The opportunity to teach a prorated class will be offered to a faculty by their supervisor within one business day after the Go-No-Go meeting. The offer will contain information about how pay will be determined. The offer may be declined by the faculty. Load hours for a prorated section will be estimated one week prior to the start of classes to assist with payroll setup. Final load hours for a prorated section will be calculated based upon the number of students enrolled once the adjustments made during the standard add/drop period (Procedure 501-03) have been finalized by Registration & Enrollment Services. Final load hours for prorated sections may be higher than the original estimates, and compensation will be adjusted accordingly. Sections prorated will be evaluated by the dean and lead faculty or designee for viability on future schedules.

Load for Internships, Externships, Independent Study

Load hours will be prorated for internships, externships, independent study, and special topics courses in all cases, including when they are used to meet the minimum annual load of a full-time faculty.

Load For Partial Instructional Assignments

When responsibility for a section is split among multiple faculty, the load hours for each will be adjusted proportionally (e.g., a faculty responsible for 50% of the section will receive 50% of the load hours). Likewise, load hours for a faculty who discontinues teaching a section or assumes teaching responsibility for a section partway through the term will be adjusted proportional to the percentage of the section that they taught (e.g., a faculty who departs after four (4) weeks will receive 4/16 (25%) of the load hours while the faculty who takes over the section will receive 12/16 (75%) of the load hours for the section). If a faculty has been overpaid as the result of a premature departure, they will be responsible for repaying the College the difference between their actual load hours and the load hours for which they were paid.

Noncredit Instruction Equivalencies

Noncredit instruction and other assignments measured by hours may be included as part of the normal instructional load of a full-time faculty. Noncredit instruction and preparation/evaluation are typically tracked on an hourly basis. Each instructional load hour (2 hours of work per week for 16 weeks) is equivalent to 32 hours of other assignments, including noncredit instruction and preparation. To assist in load calculations, the following table illustrates equivalencies.

Load Hours	hours of noncredit instruction or other assignments
1	32
2	64
3	96
4	128
5	160
6	192

Full-time Faculty

1. *Full-time Faculty Weekly Accountability:* Full-time faculty have a minimum weekly accountability of forty (40) hours during the typical contract period (fall and spring semesters). This includes instructional load (classroom teaching, classroom preparation, and grading/evaluation), office hours, committee work, and other duties to fulfill all aspects of the faculty job description. As a general rule, full-time faculty spend approximately 30 hours per week in teaching and teaching-related activities, five (5) hours per week for office hours and student advising, and five (5) hours per week for committee work and other duties. Faculty teaching online are expected to meet these same obligations. Because class schedules and other commitments vary widely among faculty, there is no standard expectation for workdays or hours; full-time faculty should meet their weekly accountability in a way that best fits their needs and the needs of their students and enables them to effectively serve the College. Full-time faculty shall respond to students in a timely fashion in accordance with expectations outlined in their syllabi.
2. *Full-time Instructional Load:* Full-time faculty shall be accountable for 30 load hours of teaching and release time per academic year, as assigned by the full-time faculty's supervisor(s). Typically, this will consist of 15 load hours in the fall semester and 15 load hours in the spring semester. Instructional loads may consist of a mixture of credit and noncredit instruction as needed by the College. Any full-time faculty not teaching the regular 30 load hours in an academic year must have a written justification approved by the dean and the provost and will receive additional assignments for which they are qualified to offset the instructional load reduction or elect to accept a reduction in their total annual compensation equal to their part-time faculty pay rate times the number of load hours they fall short.
3. *Full-time Instructional Load Flexibility:* A full-time faculty may teach less than or more than fifteen

(15) load hours in one semester as part of their minimum instructional load with approval from their Dean, provided that they teach a total of 30 load hours in the academic year. Up to nine (9) of the required load hours may be taught in a summer term as part of the preceding year's regular instructional load with permission of the appropriate Dean. An addendum to the faculty contract will be required whenever a full-time faculty's regular load includes summer courses. A faculty not teaching any load hours in a fall or spring semester must have a written justification approved by the Dean in advance.

4. *Full-time Faculty Load Limits:* To preserve instructional quality and reduce faculty burnout, total instructional load and release time in excess of 1.5 FTE (22.5 load hours) in a semester is not allowed without a written agreement that includes the faculty and their Dean. Full-time faculty teaching in excess of 15 load hours in a semester are expected to meet their other non-teaching obligations.
5. *Full-time Faculty Overload:* Full-time faculty may elect to teach additional load hours once normal instructional load requirements are met but are not obligated to do so. Full-time faculty who teach for the College beyond their minimum annual obligation are considered to be part-time faculty while fulfilling their additional teaching assignments (see below for expectations of part-time faculty). If a full-time faculty teaching overload has a mix of prorated and non-prorated classes, the classes that can be prorated will be considered their overload assignment and overload hours will be reduced proportional to the class enrollment(s). If a prorated class is partly included in the minimum full-time load obligation, only the portion above the minimum load obligation will be prorated. Overload assignments are not guaranteed. With Dean approval, Faculty may choose to roll overload hours from the fall semester to the spring semester when necessary to ensure meeting their load for the year. Faculty should contact the Academic Operations Specialist II, or designee, in order to roll overload.
6. *Full-time Faculty Release Time:* Release time for certain assignments and special projects may be authorized by the Deans. Each load hour of release time is equivalent to 32 hours of work over a semester. Release time counts toward the total instructional load of a full-time faculty. Release time for an individual faculty will not exceed 12 load hours per academic year (40% of their annual accountability) unless approved by the Dean and Provost. Total release time College-wide will not exceed 10% of the total combined non-overload hours of all full-time faculty, excluding Lead Faculty and Program Coordinators' release time unless approved by the Provost and President. Examples of faculty release time activities include but are not limited to, tutoring, advising, mentoring embedded tutors/writing lab development/delivery of approved professional development activities. The maximum amount of release time per faculty for these activities is limited to two (2) load hours per semester and is dependent on the needs of the College. Other Dean-approved special projects may warrant higher amounts of annual release time. Faculty may apply for release time activities using the "Full-Time Faculty Release Time Request" form available on the intranet under Academics. The following assignments carry a standard amount of release time:
 - a. *Lead Faculty:* 12 load hours of release time annually
 - b. *Faculty Senate President:* Six (6) load hours of release time annually
7. *Full-time Faculty Assignments:* Teaching assignments may include alternative delivery methods, evening and weekend sections, and multiple sites to meet the needs of the College and its students. Recognizing the size of the College's service area, assignments that require significant travel should take into consideration the faculty's other obligations, and other obligations will be adjusted as needed. A full-time faculty who has been given an assignment that they are unable to fulfill may ask for a review of the assignment by the Dean and Provost.
8. *Office Hours:* In a 16-week term, full-time faculty are expected to provide five (5) office hours per week

9. *Committee Work & Other Assignments:* Shared governance requires active involvement of full-time faculty in the work of the College beyond their teaching and work with students. Full-time faculty are expected to contribute an average of approximately five (5) hours per week to committee work, meetings, external engagement, and/or other College-related work during the typical contract period (fall and spring semesters). Full-time faculty will work with their Dean to plan their committee work and other obligations to ensure that the needs of the faculty and needs of the College are met. Full-time faculty should serve on a minimum of one committee at any given time but may be authorized by their supervisor to temporarily forgo committee service if given another equal assignment. New full-time faculty are not expected to serve on committees during their first year of employment at CCC to allow time for additional mentoring and professional growth. When a committee vacancy needs to be filled by a full-time faculty, the committee chair will ask the Faculty Senate to send out a vacancy announcement. The Faculty Senate will collect the names of interested faculty and send them to the Deans for consideration. The Deans will assign a faculty to fill the committee opening, considering how the assignment fits with the faculty's total workload, and inform the Faculty Senate.
10. *Participation in Required Department, Division, & College Meetings and Events:* As part of their committee work and other assignments, full-time faculty are expected to participate in required meetings unless they are scheduled to teach at the time a particular meeting is held. Absence from required meetings due to conflicts other than scheduled teaching requires advanced approval from the Dean.
11. *Full-time Faculty Contract Length:* The typical contract period for full-time faculty spans fall and spring semesters and includes 169 College business days plus weekends and College breaks and holidays. Faculty contracts start and end dates and a schedule of College business days, breaks, and holidays are published by Human Resources. Faculty who are approved to shift their teaching loads are still responsible for fulfilling their obligations during the typical contract period unless a sabbatical or leave of absence is approved.

Part-time Faculty

1. *Part-time Faculty Weekly Accountability:* Part-time faculty have a minimum weekly accountability of two (2) hours of work for every load hour during a 16-week class or the corresponding weekly amounts for shorter classes (e.g., four (4) hours of work per load hour in an 8-week class). This includes teaching, preparation, student consultation, and other duties to fulfill all aspects of the part-time faculty job description. Faculty teaching online are expected to meet these same obligations. Because class schedules and other commitments vary widely among faculty, there is no standard expectation for workdays or hours; part-time faculty should meet their weekly accountability in a way that best fits their needs and the needs of their students and enables them to effectively serve the College. Part-time faculty shall respond to students in a timely fashion in accordance with expectations outlined in their syllabi.
2. *Part-time Instructional Load:* Part-time faculty are typically limited to no more than 19 hours of total work per week at any point in time. Each load hour for a part-time faculty counts as two (2) hours of weekly work during a 16-week semester, four (4) hours of weekly work in an 8-week semester, etc. Part-time faculty can be approved by the appropriate Lead Faculty, Program Coordinator, or Director to work up to 24 hours per week. Twenty-four hours equates to 12 load hours during a 16-week semester and six (6) load hours during an 8-week semester.
3. *Compensation* – Part-time faculty will be paid at the part-time faculty rate. Payments are disbursed during the semester in which the course is taught. Compensation for prorated sections will be paid according to the “Prorating Instructional Load for Low Enrollment” section above.
4. *Office Hours:* Part-time faculty are expected to be available to meet as needed with the students in their class(es) as part of their total work obligation.

5. *Part-time Faculty Assignments:* The part-time faculty's supervisor(s) may assign them to teach at any location within the College and in any delivery modality that best utilizes the faculty's abilities in meeting the needs of students and the College.
6. *Participation in Required Department, Division, & College Meetings and Events:* Part-time faculty are expected to participate in required meetings as stated in their "Part-Time Faculty At-Will Teaching Agreement" unless they are scheduled to teach at the time a particular meeting is held. Absence from required meetings due to conflicts other than scheduled teaching requires advanced approval from the appropriate Lead Faculty, Program Coordinator, or Director. Most department, division, and College meetings are optional for part-time faculty; required meetings will be clearly identified in advance.

Staff

1. *Faculty Status* – Appropriately qualified staff who teach for the College are considered to be part-time faculty while fulfilling their teaching assignments (see above for expectations of part-time faculty).
2. *Approval to Teach* – All staff must have the approval of their regular supervisor(s) in advance to teach courses for the College. Teaching responsibilities must not in any way interfere with the performance of the staff member's regular duties. If teaching is interfering with the performance of the staff member's regular duties, the supervisor may require the staff member to reduce or eliminate their teaching.
3. *Staff Teaching Load Limits* – Full-time staff teaching for the College are subject to the same load limits as full-time faculty; 7.5 load hours (15 hours per week) above their full-time job. Part-time staff teaching for the College are subject to the same weekly hour limits as part-time faculty.
4. *Compensation* – Staff teaching classes will be paid at the part-time faculty rate. Payments are disbursed during the semester in which the course is taught. Compensation for prorated sections will be paid according to the "Prorating Instructional Load for Low Enrollment" section above.
5. *Full-time, Exempt Staff* – With supervisor approval exempt (professional/administrative) staff may teach for the College in accordance with the load limits stated above.
6. *Full-time, Non-exempt Staff* – Based on the Fair Labor Standards Act, full-time non-exempt (classified) staff are required to receive compensation at time and one-half for working above forty (40) hours a week. Consequently, they are only eligible to teach if the total payment for the class can be demonstrated on an hourly basis to be equal to at least 1.5 times their normal hourly rate. Staff in this category must consult with their supervisor and Payroll and Human Resources prior to accepting a teaching assignment.
7. *Part-time Staff* – Part-time staff may teach for the College with supervisor approval as long as the total combined hours worked each week do not exceed approved thresholds. Refer to item 2, "Part-time Instructional Load" of the Part-time Faculty procedure above.
8. *Scheduling Teaching Assignments* – Part-time faculty supervisors shall consider the other obligations of a College staff member when making teaching assignments. If the teaching assignment occurs during the employee's normal workday, it must be accommodated through a flexible scheduling arrangement, use of vacation time, or leave without pay as approved by the staff member's regular supervisor.
9. *Teaching as Part of Regular Duties* – Employees who have teaching as part of their normal job descriptions will not receive additional compensation for teaching the classes that are defined as a job responsibility.

References

Procedure 301-03 Assignment of Credit Hours
Policy and Procedure 308 Instructional Loading
Procedure 444-02 Compensation
Procedure 501-03 Registration Deadlines

Procedure History

05/1997	New
04/02/2002	Revised
05/11/2011	Reformatted and Revised (formerly 470.1 Contractual Loading Requirements Procedure)
05/18/2016	Revised and Approved by College Council
03/30/2021	Revised, Renamed (formerly Contractual Loading), and Approved by Executive Leadership Council
01/26/2022	Revised and Approved by Executive Leadership Council
11/17/2022	Revised and Approved by Executive Leadership Council
09/09/2024	Revised and approved by President's Cabinet
07/14/2025	Revised Sponsor from Academic and Student Affairs to Academic Affairs

Legal Review

None