

Policy Title Full-time Faculty Instructional Assignment Policy	Original Adoption Date 07/09/2012	Policy Number IN-412
Responsible College Division/Department Instruction	Responsible College Manager Title Vice President of Instruction	
Policy Statement		
<p>Except in very rare circumstances, faculty typically hold a yearly contract dated July 1 to June 30.</p> <p>Workload for full-time faculty will be determined on a yearly basis by the division dean prior to the start of the academic year based on enrollment trends, program changes, and other criteria. The full-time faculty workload model assumes a 40-hour work week at its base, with 60% of the week designated for student contact time and 40% to other instructional activities and professional expectations when courses are scheduled. This could include, but is not limited to, curriculum development, recruitment activities, professional development, grant reporting, team meetings, etc.</p> <p>Faculty, depending on need, could earn an additional 0.1, 0.2, or 0.3 multiplier per the criteria below. Multipliers will be determined by the dean each spring and are recorded on the Multiplier Form. Once applied by Human Resources, they will remain in place until the following fiscal year. Based on enrollment, student demand, or other factors, a multiplier of 0.1 can be applied to the base salary according to the following criteria:</p> <ol style="list-style-type: none"><u>1. Excessive load:</u> When a faculty needs to increase the student contact time due to demand (more than 60% on average per week consistently over two terms) in addition to the 40% of other duties. Excessive load is considered 60-75% student contact time.<u>2. Summer:</u> When a faculty member meets the criteria for base workload and teaches three terms per year.<u>3. Coordination:</u> When a faculty qualifies for coordination pay, typically due to accreditation or clinical site coordination requirements. <i>Note:</i> Coordination will be allocated within the appropriate year(s) based on when the coordination activities are conducted. <p>Additional course assignments and/or substitute teaching assignments may cause faculty to exceed their contractual teaching assignment. When a full-time faculty fulfills their teaching obligation, the dean will complete the Adjunct Staffing Assignment for Additional Courses document to determine additional course needs and staffing. Should the full-time faculty be the only option for teaching a required course, faculty will be paid the adjunct rate and will be held to the expectation of working the allocated 40% of professional duties.</p> <p>Deans will be responsible for ensuring the following steps have been taken before offering full-time faculty additional classes for extra pay:</p> <ul style="list-style-type: none">• Recruitment of adjunct instructors.• Reviewing enrollments, combining sections, and/or offering class in an alternative method.• Completion of Adjunct Staffing Assignment for Additional Courses document. <p>Faculty who are hired to teach primarily in the Workforce Solutions department will follow their designated contract and multipliers will not be assigned.</p> <p>Faculty contract instructional assignment work includes all instruction except aid codes 42 and 60, specified Workforce 38.14 contracts, seminars, and may include non-instructional assignments assigned by the college.</p>		

Reason for Policy
To manage faculty workload while maintaining fiscal responsibility.
Historical Data, Cross References and Legal Review
Reviewed/Revised: 3/4/2025 Board Policy: III.A. General Executive Constraint, III.B. People Treatment
Definitions