

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Academic Policies and Procedures

POLICY/PROCEDURE: Faculty Loading

DATE: March 1, 1993

NUMBER: 4.26

REVISION(s): 12/19/94, 8/24/96

Policy

The following loading standards are established for full-time technical, post-secondary vocational, and academic faculty at Ouachita Technical College:

FALL AND SPRING SEMESTERS

1. For Faculty*

A full-time teaching load shall be determined according to the following general guidelines:

- A. Faculty teaching exclusively non-laboratory courses will normally teach fifteen (15) Semester Credit Hours (SCH) per Fall and Spring semesters.
- B. Faculty teaching laboratory classes will normally teach eighteen (18) SCH per Fall and Spring semesters.
- C. Conditions under "A" and "B" above will usually result in five (5) sections taught per Fall and Spring semesters.
- C. Under normal circumstances, faculty will not be assigned more than twenty-four (24) contact hours (CH) per Fall and Spring semesters.

2. For Department Chairpersons*

A full-time teaching load for Department Chairpersons will normally be three (3) sections taught per Fall and Spring semesters.

The position of Department Chairperson is appointed and may be changed at the discretion of the Provost.

*Remuneration for Loading Adjustments and Administrative Stipends shall be determined each Spring for the following Academic Year.

*Posted Office Hours TBA. However, a minimum of eight (8) hours per week should be posted (established) for student appointments.

SUMMER TERM (8 Weeks)

The opportunity for summer employment is based on demonstrated need. Remuneration shall be at the same rate determined for Loading Adjustments during the regular academic year. There will normally be no administrative stipends offered for the summer term.

FOR SUMMER TERM/FALL AND SPRING SEMESTERS

*Associate Contracts for Loading Adjustments shall be at the request of the College.

*A full-time (100%) faculty member is expected to work a nominal 40 hours per week. For the vast majority, these hours are on-campus.

*Adjustments for special assignments or external regulations may be made with the approval of the Provost.

The following loading standards are established for full-time adult education and secondary vocational faculty at Ouachita Technical College:

FALL AND SPRING SEMESTERS

Full-time adult education and secondary vocational faculty are assigned to a classroom and/or laboratory setting a minimum of twenty-eight to thirty-one (28-31) contact hours per week average with the remaining work week hours to a total of forty (40) devoted to testing, academic counseling, reporting, and instructional preparation activities. Faculty may be assigned to any combination of day, evening, on-site, or satellite classes to achieve the 28-31 contact hour minimum.

SUMMER TERM

Summer Supplemental Contracts may be awarded at College request for demonstrated need.

AUTHENTICATION (Signature):	COPP
_____ President	11/26/96 (Date)
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