Aims Community College Policy

Human Resources

Faculty Load

It is the individual full-time instructor’s responsibility to meet the classes required by the contracted load, to be available to meet the needs of students in areas of instruction, to complete scholarly activities (professional development) and service, and to participate in required departmental and institutional activities.

All activities associated with instructional responsibilities (teaching time, course preparation, grading, etc.) generally represent approximately 75% of an instructor’s workweek. Teaching time is normally defined as 30 credits per year (typically 15 credits per semester). As some programs tend to have high contact hour to credit hour ratio(s), faculty load may be determined on a case-by-case basis. The balance of an instructor’s time is dedicated to scholarly activities (professional development) and service.

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Responsible Administrator: Vice President, Administrative Services