Aims Community College Procedure
Human Resources
Faculty Load

General: 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.

Principle: An instructor’s load is comprised of instruction and related responsibilities, scholarly activities (professional development), and service. These activities must encompass a faculty member’s contractual obligations, as agreed upon and set by the faculty member, the chair, and the dean.

Definitions: For purposes of this procedure, the following pertains:

1. Instructor refers to full-time, probationary and non-probationary faculty only.
2. Class meetings include traditional, online, and hybrid instruction.
3. Meeting student needs: Faculty are expected to be available to assist their students as appropriate. This includes but is not limited to class time and physical or virtual availability.
4. Contracted year includes the number of contracted working days agreed upon in Consultation.

Application: An instructor is expected to dedicate approximately 75% of his or her contracted time to instruction. Generally, an instructor is responsible for instruction of 15 contact hours per week. A semester is generally 15 weeks. Instructional responsibility shall consume approximately 75% of an instructor’s workweek. This includes lab activities which may have a 2:1 or 3:1 contact hour ratio, which may result in more contact time for certain faculty. These activities include, but are not limited to:

   a. Teaching time
   b. Course preparation
   c. Assessment
   d. Grading
   e. Meeting student academic needs

1. Teaching time is normally defined as 30 credits per academic year. This is typically broken into two 15-credit semesters.
   a. Programs teaching 16-hour blocks during a week are equated to 15 credits per semester.
   b. Outliers can be determined on a case-by-case basis as agreed upon by the instructor, chair, and dean.
c. Instruction for workforce development non-credit teaching opportunities of an equivalent nature may be substituted toward load as agreed upon by the instructor, chair, and dean.

2. An excessive number of contact hours can be translated into credits for overload purposes. Overload is instruction over and above the faculty member’s calculated full load. It is calculated on a case-by-case basis and agreed upon by the instructor, chair, and dean. (Overload may be paid on a semester basis as agreed upon by the instructor, chair, and dean.)

3. Reassigned time is time for which a faculty member is compensated but has been released from instructional responsibilities. A faculty member may be eligible for reassigned time based on an individual’s activities inside and outside the classroom. If the proposed activity takes as much time to complete as in a classroom teaching setting, and the individual is already performing his or her service requirement, then reassignment is appropriate. Reassignment is determined on a case-by-case basis and is re-evaluated annually. Reassignment is agreed upon by the instructor, chair, and dean; and approved by the VPAA.

4. Service includes activities outside of the teaching realm that help the college meet the goals and objectives of its mission and strategic plan. Specific service-related activities will be discussed and decided upon with the faculty member, the chair, and the dean. Service activities may include but are not limited to the following:
   a. Student advising
   b. Serving on committees:
      i. Departmental or divisional committees
      ii. Institutional committees
      iii. Statewide or national committees
   c. Course lead faculty
   d. Attending meetings
   e. Reviewing programs
   f. Selecting textbooks
   g. Other activities determined to be appropriate and agreed upon by the instructor, chair, and dean.

5. Scholarly activities are endeavors related to a faculty member’s teaching assignment that contribute to the discovery, dissemination, and practical application of knowledge and/or skill. These activities:
   a. May contribute to keeping current in the content field.
   b. May be required as appropriate to the faculty member’s teaching assignment.
   c. May include but are not limited to the following:
      i. Acquiring and/or maintaining certification
      ii. Attending conferences, workshops, and/or training
      iii. Taking coursework
      iv. Other activities determined to be appropriate and agreed upon by the instructor, chair, and dean.
6. Required institutional activities include but are not limited to Convocation, Conversation Day, and Graduation.