

INTERIM FACULTY WORKLOAD & RESPONSIBILITIES POLICY

PURPOSE:

To define the workload and professional responsibilities of full-time faculty, ensuring alignment with the College's mission and Ohio Revised Code section 3345.45 for the Fall 2025 semester.

POLICY STATEMENT

Faculty Expectations

- Provide quality instruction and academic advising.
- Participate in college service (e.g., committees, administrative duties).
- Engage in ongoing professional development and service.
- Uphold the College's mission, philosophy, and policies.
- Align curriculum with business, industry, and transfer pathways.

Definition of Full-Time Faculty

- Full-time faculty must teach a minimum of 30 semester credit hours during the regular academic year.
- Summer sessions and Workforce Development courses do not count toward this minimum.
- All assigned classes and labs are included in the teaching load.
- The Provost may reduce the required load in special cases, with equivalent non-teaching duties assigned.
- Conversion formula: 2 hours of non-teaching duty per week = 1 credit hour of teaching.
- The Association president must be notified of any reduced load assignments.
- Specific duties for full-time faculty, director/coordinator, coordinator of external arrangements ARC advisor, and student organization leader roles are on file in the Human Resources Office.

Class and Office Hours

- Class Meetings:
 - Faculty must meet all scheduled classes.
 - Classes cannot be canceled or rescheduled without notifying the College.
- Substitution:
 - Other full-time faculty may substitute without pay; efforts will be made to distribute this fairly.
 - In exceptional cases (e.g., prolonged illness), substitutes may be paid at the overload rate.
- Office Hours:
 - Defined as 60-minute blocks; office periods are 15+ minutes of availability for each course taught.
 - Must be scheduled and posted during fall and spring semesters.
 - Exceptions can be granted by the Dean and must be documented.
 - No required office hours during non-fall/spring terms, but faculty must remain reasonably available.
- Teaching Load:
 - The standard load is 15 credit hours per semester (Fall and Spring).
 - If faculty do not meet load, they must substitute or take on non-instructional duties.
 - Two consecutive years of underload may lead to contract non-renewal.
 - Teaching over 15 credit hours per semester is considered overload and is compensated.

Course Enrollment Caps

- On-campus: General cap: 35 students; English 121/122: 18 students
- Online: General cap: 19 students; English 121/122: 15 students

- Exceptions require mutual agreement between faculty/program director and the dean.

Credit Hour Calculations

- Under-enrolled/independent study courses: Credit hours prorated based on student count and course credit according to the agreed upon table from 2024-2025.
- Labs/clinicals: Clock hours $\times 0.75$ = credit hours.
- Blocked courses: Use the highest contract hour value.

Course Development Compensation

- Compensation applies when developing more than 6 new credit hours in a contract year: \$278 per credit hour beyond the threshold. Option for release time instead.
- Compensation when developing an online course for the first time: \$278 per credit hour
- Advance approval required by faculty and dean. Final review and approval required for payment eligibility. Payment issued within 15 working days of approval.
- Routine revisions/format changes are not compensated unless: Grant-funded or deemed “substantial” by the dean.

PERSONS AFFECTED

- All Edison State Community College Full Time Faculty.