



409 POLICY - Faculty Teaching Load

409.1 Statement of Policy

A normal teaching load for full-time Faculty is defined as a specific number of credit hours per academic year. Specific exception to this policy is the Nursing Faculty and Competitive Team Coaches. Guidance for the credit hour teaching load is published in the Procedures section of the Policies and Procedures Manual.

Adopted 1970

Revised December 2010

Revised November 2019



409 PROCEDURE - Faculty Teaching Load

409.1:1 Statement of Procedure

Full-time Faculty normally teach thirty (30) credit hours in an academic year. Faculty in the Nursing Program and Competitive Team Coaches may have different teaching assignment responsibilities. Full-time Faculty with teaching assignments of less than thirty (30) credit hours in an academic year may be assigned other duties in lieu of additional credit hour assignments.

Adjunct and Overload teaching assignments will not exceed nine (9) credit hours per fall or spring semester and six (6) credit hours during the summer session. Under extenuating circumstances, the College President can allow a faculty member to receive overload teaching assignments beyond the nine (9) credit hours per fall or spring semester or six (6) credit hours during the summer session to ensure the essential College functions continue in an orderly manner and is not designed to circumvent normal employment policies and procedures.

Tier Pay shall be limited to two (2) classes per semester per individual. Tier Pay is described in Procedure 409.1:4.

Persons serving in full-time and adjunct positions are subject to all applicable College policies and procedures.

409.1:2 Official Transcripts

All Faculty must have official college/university transcripts on file in the Human Resources office.

409.1:3 Pay Schedule

All payrolls are paid on a monthly basis. Eight week courses are paid in two installments. Sixteen week courses are paid in four installments. Calculation of monthly pay is made by multiplying the number of credit hours taught by the current credit hour rate of pay, then dividing by the number of incremental payments for that semester. In some instances, pay may be calculated by the student enrollment in the class versus credit hour rate of pay.



409.1:4 Tier Pay

Redlands Community College has adopted a tier pay system for those classes that exceed a certain number of students in a class. Redlands requires a minimum number of students enrolled in the class, otherwise the class will be cancelled. The minimum and maximum numbers required for enrollment are determined by College Administration with input from Department Heads. The Chief Academic Officer will be responsible for oversight of this process. Any exceptions made to a minimum or maximum number for an individual class will be issued by the Chief Academic Officer.

A class is defined as one or more sections taught concurrently. When a class enrollment exceeds the standard enrollment limit, a Tier Pay system will be implemented. Tier Pay may also be instituted for two sections taught concurrently. The Tier Pay system applies only to student enrollment count, it does not affect the calculation of credit hours taught. Tier pay will be documented on the adjunct or overload contract issued for the same semester and paid according to section 409.1:3.

Adopted 1970
Revised May 2017
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