



## **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. Guidance for the credit hour teaching load is published in the Procedures section of the Policies and Procedures Manual.

Adopted 1970

Revised December 2010



## **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 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.

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 full-time 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.

Persons serving in overload 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.

Adopted 1970  
Revised May 2017