



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.

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

Adjunct teaching assignments will not exceed nine (9) credit hours per fall or spring semester and six (6) credit hours summer semester.

Full time Redlands professional staff can only teach one (1) course per semester outside of their staff contract.

Full-time Faculty overload and adjunct-assigned classes are paid at the current college rate per credit hour or contact hour once a class is approved to make by the Vice President for Academic Affairs prior to the start date of a term. Student enrollment numbers for the purpose of a course making are determined at the time the class is approved by the Vice President for Academic Affairs. Once a class is approved to make, it cannot be canceled after the start of the term. If a class makes at the start of the term and is below the cap minimum on census date, the course will be paid at the current college credit hour rate.

Under certain circumstances, classes with low student enrollment may be approved to make at a pay-per-student rate only if approved by the Vice President for Academic Affairs and Department Head and agreed upon by the instructor for that class prior to the start of the term. However, if, after the term begins, the class enrollment increases to the minimum student number for a regular course to make, the instructor would then be compensated at the full credit-hour rate.

Per Student Pay shall be limited to two (2) classes per semester per individual. Per Student 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 Per Student Pay

Redlands Community College has adopted a per student pay system for those classes that exceed the cap for each section. Redlands requires a minimum of ten 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 Vice President for Academic Affairs 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 Vice President for Academic Affairs.

A class is defined as one or more sections taught concurrently. When a class enrollment exceeds the maximum enrollment limit, a per student, per credit pay system will be implemented. Per Student pay will be capped at nine students over the maximum class cap. Per Student may also be instituted for two sections taught concurrently. The Per Student system applies only to student enrollment count which is calculated after the drop period has ended and it does not affect the calculation of credit hours taught. Per Student pay will be documented on the adjunct or overload contract issued for the same semester and paid according to section 409.1:3.

409.1:5 Teaching Calendar and Hours

Redlands Community College has created a 9 and 10 month calendar that shows the days faculty are required to work during their annual contract. This includes when they return to campus before the term starts and holidays.

Faculty are required to be on campus 27 hours per week. This is for class time, office hours and committee meetings. The remainder of the hours can be on or office campus.



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