



## Red Rocks Community College Procedure

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**Category:** Personnel  
**Title:** Full-Time Instructional Faculty Workload  
**Number:** RRPR 3-80 **Approved:** November 1, 2011  
**Effective:** November 1, 2011 **Revised:** May 23, 2016

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**Reference:** BP 3-80, Teaching Faculty Workload  
BP 3-31, Faculty Evaluations  
SP 3-31, Evaluation of Faculty Job Performance  
BP 3-20, Due Process for Faculty

**Purpose:** To set forth expectations for faculty workload, both on and off campus

**Scope:** Regular Faculty

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**Attachment:** Faculty Performance Planning  
Faculty Performance Planning and Evaluation Form

### **Definitions:**

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### **Introduction:**

State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System President's Procedures (SPs) supersede and control this procedure. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System President, respectively. Faculty members are expected to be familiar with and adhere to the BPs, SPs and College directives, including but not limited to the contents of this procedure.

This procedure was developed and reviewed collectively by the Faculty Senate, the Deans of Instruction, and the Vice President of Instruction. This procedure was created in the spirit of trust and respect with the general objective of creating a work environment that promotes excellence and efficiency.

### **Workload:**

An annualized full-time workload is defined as:

1. 30 credit hours or thirty adjusted credit hours ("ACH") per academic year with a minimum of 15 credit hours or 15 adjusted credit hours in both the fall and spring semesters. Adjusted credit hours for



full-time faculty is the average of the credit hours and the weekly contact hours, assuming the course is fifteen weeks in duration.

$$(\text{credit hours} + \text{weekly contact hours for a 15 week course})/2$$

As defined by Board Policy (BP 3-80), in order to complete the annualized credit requirement, faculty are required to complete a minimum of forty hours per week throughout the contract period, inclusive of non-teaching contract days. This includes an expectation that faculty perform all professional duties assigned by the college, including but not limited to, meeting all classes, meeting all office hours, serving on college or System committees, and engaging in professional development activities. These professional duties may be performed either on or off campus. Deviations from the above-stated minimums may be agreed to by the faculty member and his or her dean. All-college meetings, instructional services meetings and graduation are part of the full-time workload. Faculty will be given reasonable notice of such mandatory meetings or events.

**Scheduling and Notification:**

Faculty shall schedule a minimum of five on-campus office hours per week scheduled at times likely to be convenient to students. Office hours may include weekends and shall be scheduled in a way that is acceptable to the faculty member, the department, and the dean.

Each faculty member shall post a schedule in a prominent location near the door to their office. Each faculty member shall also submit this schedule to their dean. The schedule must include class meeting times and office hours.

Schedule changes, absences, or conflicts shall be communicated in advance to the appropriate dean, except that the faculty member shall post a note on his or her office if it is necessary to reschedule office hours, and the dean need not be notified. Faculty will maintain reasonable availability during the contract period.

**Overloads:**

With prior approval of the appropriate dean of instruction and the vice president of instruction, full-time faculty may teach a maximum of 6 credit hours per semester as an overload during the regular academic year, inclusive of non-credit bearing and non-teaching assignments. ACH are not used in the calculation of overload. Summer load for full-time faculty is limited to 15 credits. Courses taught during non-contract times between semesters, during spring or fall breaks, and study abroad trips are not included in the overload limits. Overloads in excess of 6 credit hours require the approval of the President.

All work done as overload will be included as part of each faculty member's performance evaluation. Faculty are not required to offer additional office hours for overload teaching assignments; however, faculty are expected to maintain reasonable availability to all their students. All work done as overload must be done in addition to the required minimum of 40 hours per week.

**Evaluation:**

Faculty will be evaluated based upon the duties described in the Faculty Performance Planning and Evaluation Form RRPR 3-45 and in accordance with BP 3-31 and SP 3-31.