



## 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:**

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**Reference:**

BP 3-80, Teaching Faculty Workload  
BP 3-31, Faculty Evaluations  
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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**Workload:**

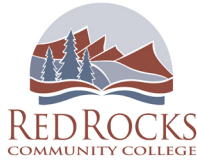
An annualized full time workload is thirty Adjusted Credit Hours (“ACH”) per Academic Year. Adjusted Credit Hours for full time faculty is the average of the credit hours and the weekly contact hours, assuming the course is fifteen weeks in duration.

(credit hours + weekly contact hours for a 15 week course)/2

In order to complete the annualized ACH requirement, faculty are to complete a minimum of forty hours per week, as defined by Board Policy (BP 3-80). 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. Faculty shall, at a minimum, be on campus on the average of twenty-five hours per week. 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:**

Each faculty member shall provide to his or her dean a schedule at the start of each semester showing posted office hours, class schedule and typical availability. Faculty shall schedule a minimum of five



on-campus office hours scheduled at times likely to be convenient to students. On campus hours may include weekends, and shall be scheduled in a way that is acceptable to the faculty member, the department, and the dean. 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 are expected to be available during the non-teaching contract days.

**Overloads:**

Full-time faculty may teach a maximum of 8 credit hours per semester as an overload during the regular academic year, inclusive of non-credit bearing and non-teaching assignments, with prior approval of the appropriate dean. 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 8 credit hours require the approval of the President.

**Duties and Evaluation:**

Faculty workload duties shall consist of direct and indirect instructional responsibilities (teaching effectiveness), service to college, professional development and service to community. Faculty shall be evaluated based upon these duties as indicated in the attached Faculty Performance Planning and Evaluation Form and in accordance with Board Policy 3-31.