Faculty Workload

Responsible Units: Academics, Vice President's Office

Reference: KCTCS Administrative Policies and Procedures, 2.11.1

Date Approved: April 2009
Date Revised: June 2012

Teaching Load for Full-time Faculty

For faculty whose instructional load is 15:1 semester hours-to-credit ratio (standard lecture-type), a full instructional load is 30 contact hours over two semesters.

For faculty whose instructional load is beyond 15:1 semester hours-to-credit ratio (involving labs, clinics, or workshops), a full instructional load is 30-40 contact hours over two semesters, with the Assistant Dean (in consultation with the faculty member, the Dean, and the Vice President) determining for each faculty member in the division the number of contact hours within this range that constitutes a full load.

Overload begins at either the 31st credit hour or the 41st contact hour, whichever is reached first, and is paid by credit hour (if 31 credits is reached before 41 contact hours) or by contact hour (if 41 contact hours is reached before 31 credits).

Instructional workload for low enrollment programs (i.e., those with 200 or fewer instructional student contact hours per week) is determined by the instructor and his or her Assistant Dean, Dean, and the Vice President.

Overload for Full-time Faculty

Faculty who are performing adequately and efficiently in all areas of their distribution of effort on the PPE may be given one internal or external overload each semester (up to three hours per week). Faculty must continue to have good overall student evaluations and must participate in all assigned College activities.

On a case-by-case basis, faculty may be approved for additional overload each semester (typically up to a total of six hours per week) if this overload meets the needs of the College in unique circumstances or emergencies.

Faculty who are not successfully meeting all areas of their distribution of effort on the PPE are not eligible for an overload.

Assistant Deans approve all overloads before they are signed by the Dean and Vice President.

Teaching Load for Full-time Temporary Faculty

Full-time temporary faculty have the same teaching load as full-time faculty in their program and are eligible for overload upon approval of the Assistant Dean.