

Section: Workload, Workload Calculations and Accountability

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Sponsoring Unit/Department: Office of the Provost

Workload, Workload Calculations and Accountability

During days of accountability, the primary employment responsibility of the Faculty member is to Pima Community College. This obligation shall take precedence over all other employment commitments. Service to students is the highest priority.

Faculty Workload and Accountability Guiding Principles

1. Faculty members shall help determine their teaching assignment(s), and/or complementary educational support assignment(s) and request and/or provide input into overload assignments.
2. The process of allocating scheduled classes among faculty members within a department will be a collaborative one. In concert with the department head and Dean, each department will develop a process for allocating available classes that is deemed fair and equitable by the department faculty.
3. Supervisors and individual faculty members will strive to schedule teaching assignments to nine or fewer hours on any given day. Additionally, supervisors and faculty will try to ensure that the first class on one day should begin at least 12 hours after the end of the last class the preceding day.
4. Final approval of any teaching schedule rests with the area Dean. While taking the preferences of the faculty member into consideration, the Dean will ensure each schedule provides appropriate service to the discipline and the mission of the College.
5. In all cases where the faculty member is working other than a standard 9-month contract, the faculty member and the department head are jointly responsible for ensuring that the appropriate number of accountable days are worked within the contract period.
6. Any faculty member on a Flex year contract may request to modify their flex calendars. Such requests should be with as much advance notice as possible.
7. In circumstances when a faculty member cannot satisfy their annual load requirement, that faculty member may take on teaching or non-teaching assignments above and beyond standard duties. The following are suitable assignments a supervisor may consider with the approval of the area administrator, along with the input of the affected faculty member, to satisfy an annual load requirement:
 - Curriculum development above and beyond standard faculty expectations
 - Developing a course into a new modality
 - Tutoring
 - Outreach in support of enrollment growth or program development.
 - Substantive work in support of an accreditation (HLC or external entity)
 - Substantive work in support of a major conference or external collaboration effort.
 - Duties outside of the above must be approved by the Provost Office.

General Scheduling Parameters

1. Teaching, academic advising and institutional responsibilities occur throughout the work week.
2. Faculty are responsible for ensuring that educational services are provided during day, evening, and weekend service hours except when the College is closed.
3. The needs of the College may necessitate that a faculty member distribute their duties over more than one campus, department, or discipline. The faculty member shall work with the applicable Department Head(s) and Dean(s) to schedule such assignments. A faculty member may also voluntarily distribute their load over more than one campus or site or over more than one discipline/program. In order to manage overall staffing efficiently, the following timetable for such requests will apply:

Term	Submit request in writing by
Fall semester	First Friday in February
Spring Semester	Second Friday in September
Summer term	First Friday in February

4. Fulfillment of a faculty member's regular load is a priority. If a faculty member experiences one or more cancellations that prevents them from satisfying their regular load, the Dean or Department Head will assign, with the input of the faculty member, the faculty member to an unstaffed section within the discipline. Such a reassignment may sometimes occur at another location. If the Dean/Department Head is unable to reasonably assign the faculty member to an unstaffed section, they may, with input from the faculty member, assign the faculty member to an appropriate section staffed with a member of the adjunct faculty.
5. Faculty are required to be on campus each week at times consistent with their professional obligations (teaching, non-teaching assignments and interacting with students and colleagues). Faculty members will keep themselves available for work-related events on every day of accountability, whether teaching is scheduled or not. Days of Accountability may be served at a variety of locations including the faculty member's assigned campus, another College campus or site, or even one's private residence depending upon the faculty member's work-related commitments.

Methods of Workload Calculations and Accountability

Academic Year Instructional Faculty Workload

- The required teaching assignment shall be 30 load hours (or equivalent) distributed among the accountable days of a contract year. Faculty on flex schedules have additional options for scheduling load and days of accountability.
- The ratio of days of accountability to load is 5.633 days = 1 load. The standard nine-month contract consists of 169 days.
- Academic year contract teaching assignments do not include classes taught in the summer sessions unless the Faculty member is teaching under a Flex Schedule contract.
- In consultation with the appropriate supervisor, the Faculty member may choose to teach fewer than 15

load hours per semester provided they complete the required 30 load hours by the end of the academic year. A Faculty member may choose to have load hours above 15 per semester compensated at the Faculty overload rate or applied throughout the contract year to meet the annual load.

- If the regular workload in an academic year is less than 30 load hours, the appropriate Dean may assign teaching and/or non-teaching duties within the contract period to complete an Instructional Faculty member's regular workload.
- Instructional Faculty members on a regular contract will not have their salary reduced if the administration is unable to develop a full-time teaching schedule and/or a full-time non-teaching assignment equal to the assigned workload for the academic year. In the event the full-time teaching schedule cannot be met, a variety of scheduling formats may be approved.
- The Total Faculty Load appearing on a Faculty member's approved load sheet will not exceed 25.5 load hours per semester. The Faculty member's Dean may allow a Faculty member to exceed this maximum for the benefit of the program and/or students.

Overload

Annual load hours over 30 per contract year are compensated at the overload rate.

The Faculty member has responsibility for designating which load hours are overload hours on the Faculty Load Form.

Academic Year Instructional Faculty Workload Calculations/Definitions

1. Load Hour – is a unit of instructional effort that serves as a basis for fulfilling Faculty teaching obligations or compensating Faculty beyond the full-time Faculty obligation
2. Contact Hour (any type) – is equal to 50 minutes per week for a traditional length semester for a total of 800 minutes (50 minutes x 16 weeks = 800 minutes)
3. Lecture or Seminar Load Hour – one lecture or seminar contact hour is equal to one (1) load hour
4. Laboratory Load Hour – one (1) lab contact hour is equal to .70 load hour
5. Open Center – An open center is a course delivery option that allows for multiple courses, which include a lab component, within a discipline to be offered in a self-paced on campus format. The open center format allows the opportunity to offer one or more low-enrollment courses required for program completion. Faculty are assigned hours of accountability in the open centers and are typically expected to provide instructional support for all CRNs offered in the center.
6. Workplace Learning Course

Note: Workload values remain the same regardless of course delivery, including other emerging models (eg micro-credentials, FastTrack, I-BEST, early college). As programs and courses are developed in these modalities, compensation that equates to load will be determined. Alternative load values must be supported by a rationale that clarifies why the typical load value is not appropriate, and must be approved by the area Dean.

For courses in which the enrollment affects the calculation of workload, enrollment is determined at the end of the drop period, unless the Faculty member selects the 45th day. For a non-16-week term, enrollment will be determined at the end of the drop period.

Load for an Open Center

The total assignable load of an open center shall be based on the load for the number of equivalent sections that would be run traditionally if space and resources allowed. Each Course Registration Number (CRN) scheduled in the center shall be divided by the traditional course equivalent class size, rounded up to the next whole section and multiplied by the load assigned to the course. Click for examples of load for an Open Center

Open Center Load Calculation

- In an open center load will be based on the percentage of the total of the 'Lecture' and 'Laboratory' curricula offered in the center.

EXAMPLE: The total of all load hours of all of the courses offered in the center is 150, 60 of which are Lecture load hours and 90 of which are Laboratory load hours. For any Faculty member teaching in the center, the 50-minute load rate is calculated as follows:

$$\left(\frac{60}{150}\right) * 1.0 + \left(\frac{90}{150}\right) * 0.7 = 0.82 \text{ load per 50 minute hour}$$

Note: If all courses offered by an open center are loaded the same, then the load rate in the open center will be equivalent to the traditional loading.

- In an open center where the Faculty member is scheduled in 60-minute increments, the 50 minute loading rate will be adjusted by multiplying by 1.2 (60 minutes/50 minutes) to account for the additional time.

Open Center Load Examples

Calculation

(1.0 lecture hour per 50 minutes) x 60 minutes operational hour = 1.2 load hours

(.70 lab hours per 50 minutes) x 60 minutes operational hour = .84 load hours

EXAMPLE 1:

Campus A runs an open center for fitness classes using one CRN for each type of course number offered. Campus A has 343 students enrolled in FAW110F1, CRN 12345 and 117 students enrolled in FAW110F2, CRN 12346. The campus traditional course equivalent for each is 30 students. The total load for the open center would be calculated:

FAW 110F110F1

CRN 12345

Course Load = 1.4

Students Enrolled= 343

Traditional Course Equivalent = 30 Students

343 Students/30 Students = 11.34 Sections (12 Sections Rounded)

12 Sections x 1.4 Load = 16.8 Load

FAW 110F2

CRN 12346

Course Load = 2.8

Students Enrolled = 117

Traditional Course Equivalent = 30 Students

 $117 \text{ Students} / 30 \text{ Students} = 3.9 \text{ Sections (4 Sections Rounded)}$ $4 \text{ Sections} \times 2.8 \text{ Load} = 11.2 \text{ Load}$

If these are the only two (2) CRNs assigned to the open center, the total available load is 16.8 load + 11.2 load = 28 total load

EXAMPLE 2:

Campus B runs an open center for automotive classes using one CRN for each type of course number offered. Campus B has 88 students enrolled in AUT100, CRN 22356 and 95 students enrolled in AUT101, CRN22357. The campus traditional course equivalent for each is 15 students. The total load for the open center would be calculated:

AUT 100

CRN 22356

Course Load = 3.8

Students Enrolled = 88

Traditional Course Equivalent = 15 Students

 $88 \text{ Students} / 15 \text{ Students} = 5.66 \text{ Sections (6 Sections Rounded)}$ $6 \text{ Sections} \times 3.8 \text{ Load} = 22.8 \text{ Load}$

AUT 101

CRN 22357

Course Load = 5.2

Students Enrolled = 95

Traditional Course Equivalent = 15 Students

 $95 \text{ Students} / 15 \text{ Students} = 6.33 \text{ Sections (7 Sections Rounded)}$ $7 \text{ Sections} \times 5.2 \text{ Load} = 36.4 \text{ Load}$

If these are the only two (2) CRNs assigned to the open center, the total available load is 22.8 load + 36.4 load = 59.2 load

Load for a Workplace Learning Course

Load hours for the lab portion of a Workplace Learning Course shall be calculated at .067 load hours per student per credit hour to a maximum of 9.0 load hours. The load hours for the lecture portion of Workplace Learning Courses shall be loaded as other lecture courses.

Calculation Guide

- .067 per student per one (1) credit hour
- .133 per student per two (2) credit hours
- .200 per student per three (3) credit hours

- .267 per student per four (4) credit hours
- .333 per student per five (5) credit hours
- .400 per student per six (6) credit hours
- .467 per student per seven (7) credit hours
- .533 per student per eight (8) credit hours
- .600 per student per nine (9) credit hours

Note: All calculations per student are to be performed to three (3) decimal places with the final load calculation to be rounded to one (1) decimal place.

Load for Independent Study Courses

Load hours for Independent Study courses (currently course numbers 195, 196, 295 and 296) shall be calculated as .067 load hours per student per credit hour.

Load for Lecture Courses in Excess of Maximum Class Size

Class size will be limited to 42 students for Lecture courses and 30 students for Online courses. With the agreement of the Faculty member, additional students may be added. Enrollment in excess of the maximum class size will add .033 load hours per student per credit hour to the normal load, not to exceed double the regular loading:

- .033 per student per one (1) credit hour
- .067 per student per two (2) credit hours
- .100 per student per three (3) credit hours
- .133 per student per four (4) credit hours
- .167 per student per five (5) credit hours
- .200 per student per six (6) credit hours
- .233 per student per seven (7) credit hours
- .267 per student per eight (8) credit hours
- .300 per student per nine (9) credit hours

Note: All calculations per student are performed to three (3) decimal places with final load calculation to be rounded to one (1) decimal place.

Load for Individual Music Instruction

Faculty teaching students in the individual Music Instruction Course Type will be compensated using a fee system tied to each half-hour (30-minute) of instruction per student. The formula used to calculate compensation is: 0.56 load-hour per student per class.

Load for Significant Course Development

When the Supervising Dean agrees that the development of a) a new course regardless of the delivery, or b) modification of an existing course to be taught using an alternative delivery method, requires significant work, the Faculty member will receive reassigned time equivalent to the loading of the course for one semester, or compensation equivalent to the value of the load.

As part of the compensation for development of the course, if the course is offered, the Faculty member will be offered the opportunity to teach the course two times within a two-year time frame from the completion of the development project.

Academic Year Instructional Faculty Accountability

The academic year Instructional Faculty contract includes 169 days of accountability in the contract period. The breakdown of the standard days of accountability is:

Breakdown of Faculty 169 Days of Accountability

Activity	Days
Regular Assignment	158
All College Day--Fall	1
All College Day or All Faculty Day--Spring	1
Graduation Day	1
Class Preparation/Grading Days	8
Total Days	169

Note: Faculty are expected to set aside 29 hours of their accountable time for advising. Refer to the Academic Advising Instructional Faculty policy. Each hour spent in a required college, campus, and/or divisional meeting scheduled during the eight accountable class preparation/grading days prior to or following regular semesters, outside of All College Day and All Faculty Day, will count as one hour of advising.

General Guidance for Faculty Accountability

- Instructional Faculty non-teaching assignments which are in addition to these 169 days of accountability shall be compensated at the hourly rate for supplemental non-teaching assignments.
- The work week for Instructional Faculty not participating in the Flex Schedule option consists of an average of 40 hours of accountability to the College, which are normally assigned within a five-day work schedule. Instructional Faculty will spend an average of 29 of these hours at a College location or site. Instructional Faculty preparation does not necessarily occur at a College location.
- Faculty are required to attend the graduation ceremony. Graduation Day, including the ceremony, is a single day of accountability for any and all hours worked. Faculty are not expected to work a full day prior to the graduation ceremony. Any faculty scheduled to work regular duties should work with their supervisors to either be excused from the graduation ceremony or alter the work schedule to ensure the start and end times of work do not exceed a normal work day shift, unless mutually agreed upon.

Flex Schedule Option

A Flex Schedule option is available to Instructional Faculty with the approval of the appropriate Dean and in light of the educational needs of the College. Contract start and stop dates may vary depending on College needs; however, the Dean, Department Head, and the Faculty member are jointly and individually responsible to assure that the appropriate number of days of accountability and load hours are worked within the flex year contract period.

Twelve-Month Instructional Faculty Workload and Accountability

- The twelve-month Instructional Faculty contract includes 221 days of accountability.
- The required teaching assignment for 12-month instructional faculty shall be 30 load hours spread throughout the academic year as well as nine (9) load hours during the summer term spread over Session A/C or Session B. This totals 39 load hours per year.
- In consultation with the appropriate supervisor, a Faculty member will have load hours above 15 in the fall and spring and above nine in the summer compensated at the Faculty overload rate, unless load hours are carried over to a subsequent term within the same fiscal year.
- If the regular workload in a contract year is less than 39 load hours, the appropriate Dean may assign teaching and/or non-teaching duties within the contract period to complete a 12-month Instructional Faculty member's regular workload.
- Twelve-month Instructional Faculty members on a regular contract will not have their salary reduced if the administration is unable to develop a full-time teaching schedule and/or full-time non-teaching assignment equal to the assigned workload for the academic year. In the event the full-time teaching schedule cannot be met, a variety of scheduling formats may be approved.
- The Total Faculty Load appearing on a 12-month Faculty member's approved load sheet will not exceed 25.5 load hours per semester. The Total Faculty Load appearing on a 12-month Faculty member's approved load sheet will not exceed 15.3 load hours in summer. The Faculty member's Dean may allow a Faculty member to exceed this maximum for the benefit of the program and/or students.

Breakdown of Faculty 221 Days of Accountability

The breakdown of the standard days of accountability is:

Activity	Days
Regular Assignment	210
All College Day--Fall	1
All College Day or All Faculty Day--Spring	1
Graduation Day	1
Class Preparation/Grading Days	8
Total Days	221

Note: Faculty are expected to set aside 29 hours of their accountable time for advising. Refer to the Academic Advising Instructional Faculty policy. Each hour spent in a required college, campus, and/or divisional meeting scheduled during the eight accountable class preparation/grading days prior to or following regular semesters, outside of All College Day and All Faculty Day, will count as one hour of advising.

- Instructional Faculty non-teaching assignments which are in addition to these 221 days of accountability shall be compensated at the hourly rate for supplemental non-teaching assignments.
- Twelve-month Instructional Faculty are automatically placed on a flex-year contract between the beginning and end of the fiscal year. Flex schedules for the upcoming contract year shall be developed with the instructional needs of the College as the primary consideration. The Department Head and the Faculty member are jointly and individually responsible to assure that the appropriate number of accountable days and/or hours are worked within the contract period. A record of the flex-year assignment will be maintained by the Faculty member's Department Head.
- Twelve-month Instructional Faculty are required to be on campus each week at times consistent with their professional obligations (teaching, non-teaching assignments and interacting with students and colleagues).
- Instructional Faculty will spend an average of 5.8 hours per day of accountability on campus, the District Office or other sites.
- Faculty are required to attend the graduation ceremony. Graduation Day is a single day of accountability for any and all hours worked. Faculty are not expected to work a full day prior to the graduation ceremony. Any faculty scheduled to work regular duties should work with their supervisors to either be excused from the graduation ceremony or alter the work schedule to ensure the start and end times of work do not exceed a normal work day shift, unless mutually agreed upon.

Non-standard Instructional Faculty Workload and Accountability

In service to students and in support of the College's mission, division leaders (faculty leader and immediate supervisor) and Faculty may develop a non-standard Instructional Faculty contract. Non-standard Instructional Faculty contracts are workload agreements that a) are less than 169 days of accountability or b) exceed 169 days of accountability yet fall short of a 221-day contract commitment.

Guidance for Non-standard Instructional Faculty Contracts

Non-standard Instructional Faculty contracts are approved on a yearly basis; receiving such a contract does not imply approval for future years. Payment is based on the Faculty member's average daily rate.

In devising non-standard Faculty contracts, both days of accountability and teaching load must be adjusted so that the level of commitment and load hours remain in the same proportion as the workload expected of Faculty in 169-day contracts.

The proportionality between days of accountability and required load for a non-standard contract will be 5.633 days of accountability per load hour. The total faculty load should be rounded to the nearest tenth.

As with 221-day contracts, Faculty receiving non-standard contracts are automatically placed on a flex-year contract.

Office hours are also proportional to the decrease/increase in teaching load and days of accountability.

Educational Support Faculty Workload and Accountability

Educational Support Faculty (ESF) submit schedules designed to optimize service to the mission of the College (as appropriate, for either 169 or 221 days of accountability) typically at eight hours per day per fiscal year.

Educational Support Faculty Scheduling

Flex schedules for the next fiscal year should be established as early as possible but no later than two weeks prior to the upcoming fiscal year. A record of the flex-year assignment will be maintained by the appropriate supervisor.

Educational Support Faculty (ESF) will collaborate with their supervisor to determine work schedules and coverage priorities. Educational Support Faculty provide educational services during day, evening, and weekend service hours. ESF schedules may include fixed days when high demand for counseling and/or library services exists. The College's mission will determine the number and date of fixed days. In consultation with ESF faculty, the number of fixed days will be reviewed annually.

ESF Accountability Guidance

An Educational Support Faculty member who works additional accountable days or portion thereof during the course of their contract may take either an equal number of compensable hours off, or be paid for the hours worked at the average daily rate. Timing of hours taken for compensatory time shall be determined with approval of the appropriate supervisor.

Teaching Duties for ESF

The Library Director will determine the need for and the duration of teaching duties for ESF on an annual basis. Preparation time for approved teaching assignments will be one hour of preparation time for each hour of instruction and will be part of the ESF member's weekly work schedule. Preparation and designated online instruction time do not necessarily occur at a College location.