

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

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TITLE: FACULTY TEACHING/WORKLOAD AND OVERLOAD COMPENSATION

POLICY REFERENCE NUMBER: 8-2-103

DIVISION OF RESPONSIBILITY: Human Resource Services

DATE OF LAST REVISION: June 12, 2012

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Following are parameters within which each college must develop an institutional faculty teaching/workload and overload compensation policy/procedure for permanent teaching faculty.

I. Terms of Employment for Full-Time Teaching Faculty

A. General

Teaching faculty are employed to perform teaching and other instructional related duties depending upon the needs of the institution. The minimum full time week is 37 1/2 hours, to include assigned teaching, office hours, preparation, and any other assigned duties and responsibilities.

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B. Regular Academic Year

Teaching faculty are normally employed for 39-weeks (nine-months) encompassing the Fall and Spring semesters.

C. Summer Session(s)

Teaching faculty may be considered for supplemental employment opportunities during the Summer. Supplemental employment opportunities may be for periods up to thirteen (13) weeks beyond the normal thirty-nine (39) week employment period. Compensation may be up to 1/39 of the thirty-nine (39) week salary for each full week worked or on an hourly basis for hours worked. If compensation is on an hourly basis, the rate will be based upon the individual faculty member's base pay and regular weekly hours (Annual Equivalent Salary divided by 1950 or 2080) or the College's pay plan for temporary/adjunct faculty.

II. Teaching Assignments

Teaching faculty may be assigned to teach credit or non-credit courses in their area of expertise as part of their primary teaching load. Such courses may be assigned to be taught during the day and/or evening hours, at on campus or off campus locations, or any combination thereof, and through alternate delivery methods. Teaching faculty are employees of the College and may be assigned to any campus/site within the College's service area depending upon the business needs of the College.

III. Teaching Loads

A. Each semester shall normally consist of 16 weeks for instruction and exam periods. The desirable teaching load shall be 15 to 18 semester credit hours or 20 to 24 instructor classroom/lab contact hours.

B. The desirable teaching load for the full Summer session (as defined in Section I.C) shall be proportional to the College's full-time teaching load for a semester. Those Colleges that schedule Summer mini-terms shall prorate normal faculty teaching loads accordingly.

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- C. In assigning teaching loads and determining overload compensation, consideration should be given to the following productivity factors:
1. types of classes (lecture/shop/laboratory/clinic/alternate delivery methods);
 2. number and type of preparations;
 3. section size;
 4. time and location of the classes;
 5. budgetary considerations; and
 6. other documented and consistently administered/ approved considerations (individual college procedures must specify).

Exceptions to the College policy/procedure for faculty teaching/workload and overload compensation must be explained and documented.

- D. The teaching load for Department Heads and Division Chairpersons/Division Deans may be reduced to provide time for the performance of the administrative duties and responsibilities normally associated with the specific job assignment. (See 8-2-102.1) Department Heads and Division Chairpersons/Division Deans with a reduced teaching load normally are not eligible for teaching overload compensation; however, extenuating circumstances may warrant overload compensation. Such extenuating circumstances will be determined on a case by case basis.

- E. When supervision of cooperative education programs, clinical learning experiences, or other non-traditional instructional programs are assigned, teaching faculty shall not normally be scheduled for more than a total of 40 hours of work per week to include scheduled instructional class periods, required counseling, required clinical preparation time, and assigned supervisory responsibilities.

IV. Other Assigned Duties and Responsibilities

Teaching faculty are required to post and maintain a minimum of eight office hours per week to advise students and to assist students with their course work. In addition to these hours, teaching faculty are responsible for curriculum development, committee assignments, and other instructional related duties as assigned.

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V. Release Time

Teaching faculty may be released from some or all of the normal teaching load to perform instructional related administrative assignments that are not normally associated with the primary job assignment. Such assignments are to be considered temporary and normally may not exceed one academic year. Any instructional related administrative assignment that necessitates extension beyond two academic years will require SBTCE-Human Resource Services. Teaching faculty with a reduced teaching load normally are not eligible for teaching overload compensation; however, extenuating circumstances may warrant overload compensation. Such extenuating circumstances will be determined on a case by case basis.

VI. Overload Compensation

Teaching faculty who are assigned more than a full teaching/ workload (minimum 37.5 hours per week) during any term may be compensated for overload teaching assignments. The hourly rate of compensation for teaching overload will be based upon the individual faculty member's base pay (Annual Equivalent Salary divided by 2080) or the College's pay plan for temporary/adjunct faculty. Overload compensation, including any dual employment agreements, may not exceed thirty percent (30%) of the faculty member's annualized salary for the fiscal year, excluding Summer employment. The faculty member may be paid for overload hours worked during the current payroll cycle if it is assured that there will be a full teaching/workload for both the Fall and Spring terms. To ensure that overload has been paid only to the extent that the faculty member's total teaching/workload for those terms exceeds their full load, payment may be withheld until the end of the Spring term. Dual employment authorization must be obtained prior to payment of overload compensation.