



FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy # 1.004

FULL TIME FACULTY WORKLOAD POLICY

Authority: Academic Affairs

Original Adoption: 3/10/2004

Effective Date: 3/10/2004

Last Revision: 04/26/2021

PURPOSE:

All full-time faculty members are expected to work the equivalent of 40 hours per week. Some duties such as course preparation, grading and community service may be performed offsite. Full-time faculty members are expected to meet performance expectations identified in their job descriptions. These include, but are not limited to, teaching, maintaining office hours, advising/mentoring, professional development, and college and community service.

POLICY:

All full-time faculty members are expected to work the equivalent of 40 hours per week.

Of these 40 hours, 15 hours (or 30 clock hours) are devoted to classroom instruction, 10 hours are student office hours, and 15 hours are devoted to other campus duties. The breakdown is below:

- Teaching a minimum of 15 credit hours in each regular fall and spring semester or teaching 30 clock hours per week (Technical, Nursing, or self-paced)
- Maintaining a minimum of 10 office hours per week that must be at times convenient for students and at least 30 minutes in length. Ten office hours per week breaks down to 2 office hours per week for each 3-credit-hour class taught. All office hours should be accomplished in the same method of contact as the class being taught i.e. in person classes require in person office hours, online classes require online office hours, and hybrid classes can be either in person or online depending on student need. A minimum of one office hour will be made available for tutoring students in the in person or remote student success center or at another subject specific laboratory for the Fall and Spring semesters. You must communicate and approve your office hour schedule with your direct supervisor and publish it each semester to students.
- The remaining 15 work hours are devoted to fulfilling other College obligations such as, but not limited to, committee assignments, class/lab preparation, faculty meetings, professional development, advising/mentoring and registration, curriculum development and revision, and college and community service. These 15 work hours may be completed either on campus or remotely, at the discretion of the immediate supervisor in the chain of command. Full-time faculty members are expected to meet performance expectations identified in their job descriptions and must remain flexible to meet the needs of Fletcher students, administrative and campus needs.

Recommended by: Faculty Senate

Rationale for Recommendation:

The goal this proposal is to allow instructional faculty the flexibility to serve ever changing student needs. Current Faculty Handbook does not reflect the capabilities of both the faculty and technology that has been observed during a pandemic

influenced educational environment. Due to the challenges of Covid-19 and the pandemic, it has been demonstrated that faculty and students can be flexible as to what could be considered a successful educational environment. Office hours that are entirely on the physical campus may not best serve the student body depending on the preferred method of contact per class for which students register. While having a physical presence on campus is important, it has also been demonstrated that workload requirements such as committee meetings may in some cases be more successful in a virtual format. The aforementioned experiences also demand a change in nomenclature as we move forward. “Full Time Faculty” no longer only means Faculty members that teach at least 15 credits or more on campus. We must broaden the definition to include that of both instructional faculty and online only instructional faculty. Other examples are terms such as face to face when discussing points of contact for classes. “Face to face” may no longer only represent classes taught physically in a classroom, as synchronous online classes may in fact be face to face with the aid of video conferencing. A class taught in a physical classroom requiring the physical presents of the student should be referred to as in person classes.

Electronic Distribution via the College’s Website located in the 2021-2022 Faculty Handbook

Reviewing Council/Entity	Approval Date
Policies and Procedures	04/26/2021
College Council	00/00/00
Executive Cabinet	00/00/00


[Kristine Strickland \(May 3, 2021 18:49 CDT\)](#)

Kristine Strickland, Ph.D.
 Chancellor

May 3, 2021

Date