##

Asheville-Buncombe Technical Community College

(A-B Tech) Procedure

## Procedure 211.04: Curriculum Faculty Responsibilities and Workload

### Overview

The curriculum faculty are expected to allocate sufficient time to support the mission of the institution and to ensure the quality and integrity of academic programs. Full-time faculty workload includes class preparation, instruction, planning and assessment of student learning, shop and lab maintenance, participation in committee and College meetings and events, student advising, professional development, required training, - and assists with program reviews, program accreditation, and SACSCOC accreditation as appropriate. All full-time faculty members are expected to attend the annual commencement ceremony, as well as program-related ceremonies and College events.

Part-time faculty workload includes class preparation, instruction, planning and assessment of student learning, and professional development. Part-time faculty members are encouraged to participate in program and College meetings and activities including the annual commencement ceremony.

### Full-time Curriculum Faculty Responsibilities

1. As per Policy 201: Academic Freedom, the College determines what courses may be taught, how courses are scheduled, and what modalities are used. Faculty may be assigned to develop and/or teach any course for which they hold the appropriate credentials. Faculty must:
* Ensure that instructional material meets reasonable accessibility standards.
* Use specific guidelines to build classes (i.e. NISOD Online Best Practices) as determined by the Vice President, Instructional Services. For classes fully online or that have an online component, instructors will open the Learning Management System (LMS) no later than 12:00 pm (noon) on the start date published in Self-Service. For Blended, Hybrid, and HyFlex classes, the start date published in Self-Service may precede the first in-class meeting date. For traditional, face-to-face classes without an online component, open the LMS on the first in-class meeting date.
* Certify census and certify “No Shows” within one business day of the census period ending.
* Record grades in the LMS gradebook in a timely, regular manner.
* Use Early Alert promptly.
* Post final grades by the deadline.
* Close courses in the LMS after final grades are posted.
1. Faculty must post final grades by the deadline established by the Registrar’s Office. Only the faculty of record may enter grades. In case of an emergency, the Vice President, Instructional Services may grant permission for grade entry to the appropriate department chair or dean.
2. In accordance with Policy 1010: College Credentials, faculty will not give their credentials to anyone for the purpose of accessing any College system.
3. As per Policy 201: Academic Freedom, teaching assignments may be during the day or evening, at different College sites, and may include multiple delivery methods (e.g. face-to-face, hybrid, online, video conferencing, etc.).
4. Faculty must be present at the assigned site for a minimum of 20 hours a week and a minimum of three days a week. Additionally, faculty must attend meetings and events and actively participate on committees and taskforces that may exceed the required minimum of 20 hours a week and minimum of three days a week at the assigned site. Virtual attendance at meetings/events is at the discretion of the meeting/event host. Schedules must be approved each semester by the division Dean. The decision of the Dean is final and not grievable.
5. Faculty will serve on up to two committees annually as needed. Additional committee service may be approved by the Vice President, Instructional Services.
6. Faculty must use instructional time fully. Faculty must contact the immediate supervisor immediately if circumstances cause the instructor to miss a scheduled class or if the faculty member expects to be late.
7. Faculty must schedule and hold at least five office hours each week and be available by appointment. Office hours should be a combination of on-campus and virtual. Office hours must be included in the class syllabus and posted near the office entrance.
8. Faculty must complete a minimum of 12 professional development hours including development related to teaching skills, the academic discipline, and other development for other job-related duties.
9. Faculty are expected to advise an average of 25 to 35 students per academic year.
10. Faculty must complete Title IX, Cybersecurity, and other mandatory trainings annually.
11. Faculty must clearly communicate with students and other A-B Tech faculty and staff by:
* Checking A-B Tech email daily Monday through Friday.
* Using A-B Tech email for all College-related correspondence.
* Responding to email within a reasonable period of time, which generally means:
* Respond within 24 hours during the work week, OR
* Provide an automatic email response during peak times, OR
* Respond on Monday if the email is received on the weekend.
1. Faculty must contribute to a safe and secure campus environment by:
* Following ALL safety and security procedures.
* Discussing emergency preparedness during the first week of every face-to-face class.
* Showing videos or providing information to classes as deemed necessary by the College.
1. Faculty must enforce the Code of Classroom Conduct and Code of Student Conduct.
2. Faculty must advise students following the guidelines set forth by the Vice President, Instructional Services.
3. Faculty will assist with program reviews, program accreditation, and SACSCOC accreditation as appropriate.
4. Faculty must attend the annual commencement ceremony. Permission to be excused from commencement must be received from the Vice President, Instructional Services a minimum of two weeks prior to the ceremony.
5. Faculty will perform other duties as assigned.

**Exceptions to Full-Time Curriculum Responsibilities must be approved by the Vice President, Instructional Services.**

### Part-time Curriculum Faculty Responsibilities

* + 1. As per Policy 201: Academic Freedom, the College determines what courses may be taught, how courses are scheduled, and what modalities are used. Faculty may be assigned to develop and/or teach any course for which they hold the appropriate credentials. Faculty must:
* Ensure that instructional material meets reasonable accessibility standards.
* Use specific guidelines to build classes (i.e. NISOD Online Best Practices) as determined by the Vice President, Instructional Services.
* Open courses in the Learning Management System (LMS) on the first day of class.
* Certify census and certify “No Shows” within one business day of the census period ending.
* Record grades in the LMS gradebook in a timely, regular manner.
* Use Early Alert promptly.
* Post final grades by the deadline.
* Close courses in the LMS after final grades are posted.
	+ 1. Faculty must post final grades by the deadline established by the Registrar’s Office. Only the faculty of record may enter grades. In case of an emergency, the Vice President, Instructional Services may grant permission for grade entry to the appropriate department chair or dean.
		2. In accordance with Policy 1010: College Credentials, faculty will not give their credentials to anyone for the purpose of accessing any College system.
		3. As per Policy 201: Academic Freedom, teaching assignments may be during the day or evening, at different College sites, and may include multiple delivery methods (e.g. face-to-face, hybrid, online, video conferencing, etc.).
		4. Faculty must use instructional time fully. Faculty must contact the immediate supervisor immediately if circumstances cause the instructor to miss a scheduled class or if the faculty member expects to be late.
		5. Faculty will be available to students by appointment. Appointments may be held via phone, through Zoom, or in-person.
		6. Faculty must complete Title IX, Cybersecurity, and other mandatory trainings annually.
		7. Faculty must clearly communicate with students and other A-B Tech faculty and staff by:
* Checking A-B Tech email daily Monday through Friday.
* Using A-B Tech email for all College-related correspondence.
* Responding to email within a reasonable period of time, which generally means:
* Respond within 24 hours during the work week, OR
* Provide an automatic email response during peak times, OR
* Respond on Monday if the email is received on the weekend.
	+ 1. Faculty must contribute to a safe and secure campus environment by:
* Following ALL safety and security procedures.
* Discussing emergency preparedness during the first week of every face-to-face class.
* Showing videos or providing information to classes as deemed necessary by the College.
	+ 1. Faculty must enforce the Code of Classroom Conduct and Code of Student Conduct.
		2. Faculty are invited to attend the annual commencement ceremony.
		3. Faculty will perform other duties as assigned.

**Exceptions to Part-Time Curriculum Responsibilities must be approved by the Vice President, Instructional Services**.

### Workload

Contact hours include actual teaching hours in class, shop, lab or clinic or the equivalent hours for hybrid or online classes. Although teaching loads may vary from semester to semester, the general teaching load each semester by position is as follows:

* Department Chairs: A minimum of 24 contact hours during the 12-month employment agreement. Semester loads will be at the discretion of the chair and with the approval of the appropriate dean.
* Full-time Faculty: 17 to 22 contact hours in the fall and spring for nine-month and 12-month faculty. Six to ten contact hours in the summer for 12-month faculty.
* Part-time Faculty: Up to 29 contact hours per week based on Procedure 211.04: Courses with Contact for Adjunct Multiplier Chart, and Procedure 500.09: State Health Plan Eligibility Guidelines. In rare situations, exceptions may be approved by the Vice President, Instructional Services and the Executive Director, Human Resources and Organizational Development.

An overload occurs when a faculty member teaches more than the maximum for the respective position. In any given term, an overload may not exceed five contact hours without the prior approval of the Vice President, Instructional Services. For full-time faculty, deans determine compensation for overloads, which include these two options:

* Reduction in load in a subsequent term.
* Payment at the part-time faculty rate.

Pursuant to Board Policy, Chapter 200, Policy 211.04, this procedure must be followed when addressing faculty responsibilities and workload.

### References:

Policy 201: Academic Freedom

Procedure 503.04: Faculty Work Hours

### Definitions:

Full-time faculty: A faculty member who is assigned a full-time class load and serves the College on an annual appointment with terms stipulated in an annual employment agreement. Full-time faculty are eligible for all benefits of the College as set forth in 500.01 Full-time Regular Benefits Booklet.

*Department Chairs:* Department chairs are considered full-time faculty with release time for administrative duties.

Part-time faculty: Curriculum adjunct faculty have an instructional assignment for one semester without promise of future employment. Employment agreements are limited to 29 per week (See Procedure 211.04: Courses with Contact for Adjunct Multiplier Chart). Part-time faculty are eligible for limited College benefits as set forth in 500.04 Part-time Limited Benefit Booklet.

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Owner: Vice President, Instructional Services