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OKLAHOMA CITY COMMUNITY COLLEGE

**NO. 4009 FULL-TIME FACULTY WORKLOAD**

- 1.0 The instructional load for each full-time faculty is approximately 15 credit hour equivalents (CHE) in the Fall Semester and 15 CHE in the Spring Semester, to total a minimum of 30 CHE per 9-month contract period. The instructional load may include day, evening, weekend, distance education, or January Intersession classes.
- 2.0 In computing CHE, the following equivalencies are used:
  - 2.1 LECTURE: 16 lecture hours equal 1 CHE.
  - 2.2 TELECOURSES AND ONLINE COURSES: Faculty teaching telecourses or online courses will be compensated at the same rate as a lecture course.
  - 2.3 INTERACTIVE TELEVISION (12-LIVE, ONENET): 16 lecture hours which include both studio and remote sections equal 1.25 CHE.
  - 2.4 INDIVIDUALLY-PACED CLASSES (IP): Faculty teaching individually-paced classes will be compensated at the rate of  $.08 \times$  course credit hours  $\times$  number of students, not to exceed the credit hours of the course.
  - 2.5 CAMPUS LABS: 16 contact hours equals 0.7 CHE.
  - 2.6 CLINICAL TEACHING: 16 direct instructional hours equal 1.0 CHE.
  - 2.7 . INTERNSHIPS, PRACTICUMS, AND PRECEPTORSHIPS: Faculty will be compensated at the rate of  $.08 \times$  number of students  $\times$  credit hours assigned to the activity component of the course, not to exceed the credit hours of the activity component.
  - 2.8 APPLIED MUSIC: 24 contact hours equal 1.0 CHE.
  - 2.9 NONCREDIT COURSES: 32 contact hours equal 1.0 CHE.
- 3.0 Faculty with more than 30 CHE per 9-month contract period (OVERLOAD) will be paid for the CHE in excess of 30 at the adjunct rate of compensation. Faculty whose instructional load will reach 30 CHE may contract to teach additional CHE at the adjunct rate of compensation. The maximum CHE in the Fall or Spring Semester is 21.5.
- 4.0 Faculty are expected to devote 10 office hours per week during the Fall and Spring Semesters convenient to students for advisement and consultation. Faculty will provide to their Division Dean and Department Chair or Program Director a mutually agreed upon schedule of office hours. Faculty will post office hours at the location of their office. All faculty are expected to meet professional obligations including course preparation, attendance at division, departmental, and committee meetings, and other college-related activities. All faculty are required to participate in graduation ceremonies.
- 5.0 Full-time faculty will normally have no more than three different course preparations per 16-week semester unless circumstances create a need to alter this number. In this case, the situation will be mutually agreed upon by both faculty and Division Dean.

- 6.0 The planned number of maximum students allowed to enroll in each course, will be agreed upon by program faculty and Division Dean. With mutual agreement by faculty and Division Dean, class size may exceed the planned maximum. In certain cases, faculty may be paid additional compensation with prior approval by the appropriate Division Dean.
- 7.0 Exceptions to these workload requirements must have prior approval by the Vice President for Academic Affairs.

Revised: July 30, 2001

Revised: May 3, 2004