



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 4009 FULL-TIME FACULTY WORKLOAD

- 1.0 The instructional load for each full-time faculty is approximately 15 credit hours equivalents (CHE) in the Fall Semester and 15 CHE in the Spring Semester, which is also synonymous with two 8-week terms in the Fall, and two 8-week terms in the Spring – for a total minimum of 30 CHE per 9-month contract period. The instructional load may include day, evening, weekend, online education, or January Intersessions classes.
 - 1.1 **Semester Definition:** A semester is defined as a session that is sixteen (16) weeks in duration.
 - 1.2 **Term Definition:** A term is defined as a session that is eight (8) weeks in duration. There are two 8-week terms per each traditional Fall Semester, and two 8-week terms per each traditional Spring Semester.
 - 1.3 **Instructional Load:** The instructional load for a 9-month full-time teaching contract is a minimum of 30 Credit Hour Equivalents (CHE)
 - 1.4 **Eight Week Term Minimum Teaching Load:** For each 8-week term in the Fall and in the Spring, the minimum load is six (6) CHE.
 - 1.5 **Eight Week Term Maximum Teaching Load:** A maximum of 12 CHE can be taught in a single eight (8) week term in the Fall or Spring
- 2.0 In computing CHE, the following equivalencies are used:
 - 2.1 LECTURE: 16 lecture hours equals one (1) CHE
 - 2.2 ONLINE COURSES: Faculty teaching online courses will be compensated the same as for courses that are delivered on campus. If online courses are taught within a term, no more than one online course can be taught per term.
 - 2.3 INDIVIDUALLY PACED CLASSES (IP): The CHE for individually-paced classes will be computed at the rate of “.083” multiplied by “the course credit hours” multiplied by “the number of students”, not to exceed the credit hours of the course.
 - 2.4 CAMPUS LABS: 16 contact hours equals 0.7 CHE
 - 2.5 CLINICAL TEACHING: 16 direct instructional hours equal 1.0 CHE.
 - 2.6 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 24.00.
- 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 have no more than three different course preparations per term unless circumstances create a need to alter this number.
- 6.0 The maximum number of students allowed to enroll in each course will be managed by the division dean with input from the program chairs to meet the needs of the institution. For online courses, faculty will receive additional compensation per additional student over 30 enrolled after the “Never Attended” report is filed for that term.
- 7.0 Exceptions to these workload requirements must have prior approval by the Vice President for Academic Affairs.
- 8.0 Schedules may be altered in response to FMLA approved leave.

Revised: July 30, 2001
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