

# Procedure: 4.1.8p. (III.R.1)

## Instructional Staff Work Assignments

**Revised:** January 16, 2018; October 29, 2014, May 2, 2014, June 2010, December 7, 2006, October 2005, April 2003  
**Last Reviewed:** January 16, 2018  
**Adopted:** September 1, 1988



### I. PURPOSE:

Each technical college shall develop institutional teaching/workload and overload compensation guidelines within the parameters of this procedure; applicable state and federal laws, rules, and regulations pertaining to compensation and employee benefits; and all standards set forth by accrediting bodies. Any subsequent exceptions to the established guidelines may only be approved by the technical college president or his/her designee and documented and explained.

NOTE: neither this procedure nor any college guidelines shall create an employment contract between an employee and his/her employing technical college or the Technical College System of Georgia.

### II. RELATED AUTHORITY:

Office of Planning and Budget (OPB) Policy Governing Working Hours, Payment of Overtime, and the Granting of Compensatory Time  
Patient Protection and Affordable Care Act  
Fair Labor Standards Act of 1938, as amended  
State Board POLICY: 4.1.8. Instructional Staff Work Assignments

### III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

### IV. DEFINITIONS:

**Adult Education Teacher:** full- or part-time employee who teaches adult education for a technical college. Teachers are considered to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act, and not subject to the accompanying salary basis test.

**Continuing Education/Economic Development Instructor:** full- or part-time employee who teaches non-credit courses for continuing education or in conjunction with the Economic Development Division of a technical college. Instructors are considered to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and not subject to the accompanying salary basis test.

**Faculty, Adjunct:** a temporary, time-limited appointment. Professional credentials required for

appointment as full-time faculty will also be required for appointment in this capacity in the same academic program. Employment encompasses a single academic term and corresponding terms and conditions are outlined in a memorandum or letter of appointment.

**Faculty, Full-time:** employees who teach credit courses for a technical college and work forty (40) or more hours per week for a pre-determined period between nine (9) and twelve (12) months each academic year. Faculty are considered to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and not subject to the accompanying salary basis test.

**Podium Time:** the actual elapsed time spent by an instructor or actual clock time spent in class from a faculty perspective - generally used in individualized instruction classes with students from multiple classes sitting together simultaneously. Podium time is not multiplied by the number of classes run simultaneously.

**Preparatory Time:** the time spent by part time instructional staff on related tasks outside the classroom including but not limited to preparing for class, setting up labs, grading papers, answering student questions, assessing student performance, and developing tests or other materials for class. Office hours and attendance at required meetings are excluded from this time.

## **V. ATTACHMENTS:** N/A

## **VI. PROCEDURE:**

### **A. Staffing Guidelines:**

1. Technical colleges will employ a sufficient number of qualified individuals to train and educate students in a variety of certificate, diploma, and degree programs, as well as in course(s) associated with adult education and continuing education. An applicant may be employed in a full- or part-time instructional/teaching capacity as provided in the TCSG Procedure: 4.1.4p., governing Categories of Employment. In addition to classroom, lab or, as applicable, clinical instruction, full-time faculty members may be assigned duties associated with student advisement.

**NOTE:** all full-time faculty members shall work a minimum of forty (40) hours each week. Incorporated in the hours worked standard are such activities as: classroom, lab, clinical, or online instruction; student advisement; holding office hours; class preparation time; committee assignments; and, any other duties and responsibilities which support the college mission and the needs of its students.

2. Adjunct faculty and part time instructional staff may not work more than twenty-nine (29) contact hours or Work Load Units (WLUs) per week. Should an unforeseen staffing shortage occur during the semester, an employee may work 30 workload units or more per week with prior written approval from the college president, provided the average workload units are less than 30 per week during the annual measurement period. This exception may only occur one semester per measurement period per employee. Hours worked will be determined based on the established equivalency formula for the type of class scheduled according to the following categories:
  - a. lecture classes – for these courses, one contact hour equals 2.25 WLUs.

- b. clinical, internship, and practicum courses which are primarily associated with health programs but also in some technical programs - these courses require no preparatory time; therefore, one contact hour equals one WLU.
- c. Lab 2 classes, Lab 3 classes, any course that is considered individualized instruction- for these courses, one contact hour equals 1.25 WLUs.
- d. CTDL 1020, CTDL 1030, CTDL 1050, and CTDL 1060 – these courses one contact hour equals 1 WLU.
- e. Adult Education classes – preparatory time for these courses will be included in hours worked recorded on time sheet records.
- f. Continuing Education – preparatory time for non-credit courses will be recorded on time sheet records; however, for any course taught by adjunct faculty, the preparatory hours will be determined based on the appropriate equivalency formula.

### **B. Teaching Assignments:**

Faculty may be assigned to teach credit or non-credit courses in their area(s) of expertise as part of their primary teaching load. Assigned courses may be taught during the day, evenings, weekends or, in an online or clinical environment. Teaching assignments may include teaching at one or more campus/site locations, or any combination thereof, and may include a combination of face-to-face and online instructional delivery methods. Faculty may be assigned to any campus/site based on the business needs of the college.

### **C. Teaching Loads:**

In assigning teaching loads, technical colleges may consider the following productivity parameters: the type of class (lecture, lab, clinical, internship, etc.); accreditation standards; number and type of preparation; advisement load; section or class size; time and location of class(es); budgetary considerations; assigned number of credit hours; overall annual teaching load; type of appointment/employment (full-time salaried, part-time salaried, or adjunct faculty); and, other documented and consistently administered/approved considerations.

### **D. Office Hours and Other Assigned Duties and Responsibilities:**

1. To afford students the opportunity to meet with faculty for advisement purposes as well as for assistance with coursework, all full-time faculty members shall establish and maintain a schedule of office hours which meets (or exceeds) college requirements.
2. Each full-time faculty member shall notify his/her students of these office hours and shall post his/her office hours in a location that is readily available to and easily accessed by his/her students.
3. Full-time faculty may also be responsible for curriculum development, committee assignments, and other instructional-related duties and responsibilities as assigned.

## **VII. RECORD RETENTION:**

All records associated with instructional staff work assignments (e.g., faculty workload) shall be maintained for three (3) years.