

**Williamsburg Technical College  
PROCEDURE**

**SECTION C – HUMAN RESOURCES MANAGEMENT**

Title <b>FACULTY TEACHING/WORK LOAD AND OVERLOAD COMPENSATION</b>	Number <b>C-5.1</b>
Division of Responsibility <b>Academic Affairs</b>	Approval Date Page <b>1/21/2021 1 of 3</b>
Approval Vice President _____  President _____	Supersedes Procedure No. <b>C-5.1</b> Date <b>2/3/14</b>

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

- I. Terms of Employment for Full-Time Equivalent (FTE) Teaching Faculty
  - A. General
 

Teaching faculty are employed to perform teaching and other instructional related duties depending upon the needs of the institution. The minimum full-time week is 37 1/2 hours, to include, but not limited to: assigned teaching, advising, office hours, preparation, committee meetings, college and community service, curriculum development, and any other assigned duties and responsibilities.
  - B. Regular academic year teaching faculty are normally employed for 39-weeks (nine-months) encompassing the fall and spring semesters.
  - C. Summer Session(s)
 

Teaching faculty may be considered for supplemental employment opportunities during the summer. Supplemental employment opportunities may be for periods up to thirteen (13) weeks beyond the normal thirty-nine (39) week employment period. Compensation may be up to 1/39 of the thirty-nine (39) week salary for each full week worked. If compensation is on an hourly basis, the rate will be based upon the individual faculty members-based pay and regular weekly hours or the college’s pay plan for temporary/adjunct faculty.
- II. The scheduling of teaching workloads will be carried out on a semester basis as determined by the necessary course offerings and the optimum utilization of the faculty member's time. Faculty may be assigned to teach credit and noncredit courses in their areas of expertise. Time and location are not factors in course assignments.
- III. The major emphasis shall be on good teaching by working with students in classrooms, laboratories, individual conferences, and related activities to help the student develop his/her interests and abilities to the fullest capacity in order to become a better person, a better worker, and a better citizen.

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- IV. To advise students and assist students with their course work, faculty members are required to post and maintain a minimum of eight (8) office hours per week. In addition to office and teaching hours, faculty must be available to carry out other professional duties including committee assignments, curriculum development, business/industry contacts, registration, program coordination and other responsibilities as assigned. Total weekly hours on campus or in directly related off-campus activities (industry contracts, cooperative visits, student recruitment, etc.) should be a minimum of 37.5 hours.
- V. A faculty member shall post his or her teaching schedule and office hours at the beginning of each semester on the bulletin board outside of his/her office and forward a copy to the Vice President for Academic Affairs.
- VI. Faculty teaching loads will be assigned utilizing the following guidelines:
- A. A normal load for a 16-week term shall be 15 credit hours for credit-hour-loaded faculty and 20-24 contact hours (computed by adding the lecture and lab hours for each course from the course description in college catalog) for contact hour loaded faculty.
  - B. A normal load for an 11-week summer term shall be 12 credit hours for credit loaded faculty and 15 contact hours for contact hour loaded faculty.
  - C. Exceptions to normal course loading may be granted by the VP for Academic Affairs if deemed appropriate after consideration of extenuating circumstance including, but not limited to the following: the number of preparations, new versus repeat preparations, number of students, difficulty of subject matter, proportion of lecture, shop, and laboratory classes, and other assigned duties. Exceptions must be explained and documented.
  - D. Additional compensation for overload may be paid in accordance with established teaching loads set by this college. Additional compensation for overload may be paid if it is assured there will be a required load for fall through spring semester to ensure that overload has been paid only to the extent that the faculty member's total teaching load for the three primary semesters exceeds the College's prescribed teaching load for those terms. Overload compensation must be limited to a maximum of thirty percent (30%) of the faculty member's annualized salary for the fiscal year, excluding summer employment.
    - 1. Faculty overload pay is computed by using the hourly base rate that would be paid for an adjunct faculty member teaching in that discipline times the number of contact hours.
    - 2. Classified personnel, nonteaching faculty, and state employees from other state agencies may not be paid extra compensation unless dual employment authorization is obtained.
- VI. Release Time

Teaching faculty may be released from some or the entire normal teaching load to perform instructional related administrative assignments that are not normally associated with the primary

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job assignment. Such assignments are to be considered temporary and normally may not exceed one academic year. Any instructional related administrative assignment that necessitates extension beyond two academic years will require SBTCE-HR concurrence. Teaching faculty with a reduced teaching load normally are not eligible for teaching overload compensation; however, extenuating circumstances may warrant overload compensation. Such extenuating circumstances will be determined on a case by case basis.