

TEACHING LOAD POLICY

PURPOSE: To define teaching loads and overload salary payments for full-time instructors during the academic year. Faculty members on academic-year contracts may be considered for supplemental summer contracts. A faculty member's workload consists of teaching and service. The service component generally consists of approximately 20 percent of a faculty member's time commitment.

1. TEACHING ASSIGNMENT

Faculty members may be assigned to teach credit or non-credit courses in their areas of expertise, without regard to time and location.

2. WORK WEEK

Full-time faculty members at Nebraska College of Technical Agriculture (NCTA) are expected to dedicate 40 hours per week towards combined teaching activities (80% of a faculty member's workload) and service activities (20% of a faculty member's workload). Teaching or instructional activities may be direct or indirect. Direct instructional activities should be performed on campus, which is defined as any instructional location used by NCTA. NCTA faculty are required to maintain a minimum of six posted hours per week in which the instructor is available for indirect instructional activities such as student advisement, assistance, and or/tutoring.

Direct instructional and indirect instructional activities are defined as follows:

A. Direct:

1. Classroom, laboratory, clinical, or online instructional hours.

B. Indirect:

1. Course development, preparation, and evaluation activities, including grading.
2. Curriculum development, evaluation, and revision
3. Academic advising
4. Student tutoring
5. Teaching/learning advancement activities.
6. Self-enrichment in the instructor's discipline.
7. Other instruction and/or College related activities designated by the division chair, Associate Dean, or Dean.
8. Meeting with industry advisory councils

Service activities include, but are not limited to,:

1. Committee work
2. Student club supervision
3. Student team supervision
4. Student registration
5. Student recruitment
6. Public service for the college
7. Industry service
8. Articulation activities
9. Accreditation activities
10. Administrative duties
11. Teaching classes which do not meet the minimum enrollment threshold

2. TEACHING LOADS

- A. **Equivalent Credit Hours** - The regular teaching load for full-time faculty members is 30 equivalent credit hours (ECH) of direct instructional activity per academic year or 15 ECH per semester. A faculty member's workload consists of 80% teaching, which is met through 15 ECH per semester, plus a service contribution of approximately 20% of the work week. For faculty teaching lecture classes, the teaching assignment would be equivalent to teaching five classes, each three credit hours, in each semester. Faculty should confirm that courses are in compliance with the college credit hour policy so that there is an appropriate correlation between credit hours and contact hours. Online classes and face-to-face classes are treated as equivalent in this analysis.

ECH Weightings:

- One contact hour of lecture activities equals one equivalent credit hour.
- One contact hour of laboratory activities equals 0.67 equivalent credit hours.
- One contact hour of practicum, clinical or internship activity generally equals 0.25 equivalent credit hours.

Variations on these weightings are allowed for unusual circumstances. Requests for variation should be approved by the Associate Dean and should be generally consistent with the college credit hour definition.

Example course workload calculation:

A faculty member teaching a four credit-hour course which consists of three one-hour lectures per week and three two-hour lab sections per week would generate seven equivalent credit hours for the course -- three equivalent credit hours for the lecture component and four equivalent credit hours for the lab component ($3 \times 2 \times 0.67 = 4.02$).

Example faculty workload calculation:

Sample Faculty member							
			Lecture ECH		Lab ECH		
Course number and name	Credits	Lecture hrs/wk	(Lect Hrs X 1)	Lab hrs/wk	(Lab hrs X .67)	Course ECH	notes
AGR 1203 - Principles of Soils	3	3	3	0	0	3	
AGR 1201 - Soils Lab - section 1	1	0	0	1.5	1	1	
AGR 1201 - Soils Lab - section 2	1	0	0	1.5	1	1	
AGR 2354 - Pest Management	4	3	3	2	1.34	4.34	
AGR 2404 - Crop Management	4	3	3	1.5	1	4	
AGR 2892 - Crops Judging	2	2	2	0	0	2	
AEQ 2301 - Pesticide Certification	1	1	1	0	0	0	service assignment - low enrollment
HON 2001 - Honors Seminar	1	1	1	0	0	0	service assignment - low enrollment
TOTAL	17					15.34	full time load is 15 ECH

- B. **Adjunct faculty workload** - A full-time load for adjunct faculty is 18 ECH per semester. Adjunct faculty have no service responsibility. When adjunct faculty are teaching low-enrolled sections on a prorated basis, those sections are not counted in the work load calculation when considering benefits eligibility unless the adjunct faculty member has a minimum of 8 students across multiple sections. For determining benefits eligibility, those 8 students in low-enrolled sections may carry the same weight as one section of the course which meets enrollment minimums.

- C. **Semester credit hour generation exemption** - Divisions with an average faculty credit hour generation exceeding 300 SCH/semester (5 classes x 20 students x 3 credits/class) are exempt from complying with the equivalent credit hour formula.
- D. **Enrollment** - In order for classes to count towards faculty workload, enrollment in lectures must be a minimum of 8 students and enrollment in laboratories must be a minimum of 6 students. Some classes by their nature justify lower enrollments. Those exceptions need to be approved in advance to count as part of a faculty member's workload. Faculty members may choose to teach a student or two in special courses that do not count as part of the faculty member's workload. Full-time faculty members may, with approval of the division chair, teach low-enrollment classes on a prorated basis as part of an overload assignment if they are teaching these low-enrolled sections in addition to a full load of classes meeting minimum enrollment requirements. Adjunct faculty may also teach low-enrollment classes on a prorated basis. Compensation for prorated classes will follow the payment schedule used for summer session. All classes, regardless of enrollment, have the same academic quality and procedural requirements such as student learning outcomes assessment, syllabus development, student evaluation of instruction, etc.
- E. **Overload** - Full-time faculty members are expected to teach 30 ECH per academic year. Courses taught beyond this workload may result in a faculty member receiving overload pay at the adjunct rate. Overload assignments must be approved in advance by the division chair. A faculty member may earn no more than 12 months of salary per calendar year. Overload pay is not available for Division Chairs.
- F. **Dual credit courses** - Please refer to a separate dual credit policy.

3. WORK LOAD ADJUSTMENTS

Division Chairs may request adjustments to faculty teaching loads specified above to allow time for special assignments or exceptional responsibilities. The Chair shall submit such requests in writing to the Associate Dean for recommendation, with final approval by the Dean, prior to the beginning of the term for which the request is made.

The teaching load for Division Chairs may be reduced to provide time for performance of the special administrative duties and responsibilities required of a chair. The Chair shall submit such requests in writing to the Associate Dean for recommendation, with final approval by the Dean, prior to the beginning of the term for which the request is made.

In determining teaching loads for Division Chairs, the following factors may be considered:

- A. Number of academic options (where applicable) in the division.
- B. Number of full-time faculty members in the division.
- C. Number of FTE part-time faculty members in the division.
- D. Number of support areas supervised in the division.
- E. Number of support staff in the division.
- F. Annual student headcount for all courses in the area.
- G. Number of collateral duties assigned to the Chair.

NCTA CREDIT HOUR DEFINITION AND STANDARDS
(the NCTA Credit Hour Definition is a separate policy attached here for reference)

A credit hour at NCTA is defined as (adapted from US Department of Education regulation 34 C.F.R. §668.8(k)(2)(i)(A)):

An amount of work represented in intended student learning outcomes and verified by evidence of student achievement of not less than:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for 16 weeks, or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution. Examples include online, internship, laboratory, etc.

Policy application: The number of credits associated with a course taught at NCTA must be in compliance with NCTA credit hour definition and standards and approved by Academic Council before being offered to students. Assignment of credit will be based on the standards shown below. The type of instruction will be the standard upon which credit is determined. One "contact hour" = 50 minutes of instructional time for lecture and laboratory activities. Any exceptions to this policy must be approved in writing by the Dean.

- 1 credit lecture = 16 student contact hours
- 1 credit lab = 32 student contact hours
- 1 credit internship \geq 72 student contact hours

Classroom Presentations (Lecture/Demonstration/Discussion)

Instructors must meet the following guidelines:

Instructor/student contact: the instructor is responsible for ensuring the class meets for the equivalent of at least 16 class periods, each 50 minutes in length, for each credit awarded for the class. 1 credit of lecture = 16 student contact hours

In order to qualify as a valid credit bearing class, NCTA classes must meet these guidelines:

1. Classroom activity must include specifically planned learning experiences based on identified Student Learning Outcomes.
2. Classes must include direct instructor involvement.
3. Classes are generally held on campus utilizing scheduled space with presentations, demonstrations and discussions generally facilitated by the instructor.
4. Students engage in two hours outside effort (such as homework) for each hour of instruction.

Laboratory Activities

Instructors must meet the following guidelines:

Instructor/student contact: the instructor is responsible for ensuring the class meets for the equivalent of at least 32 class periods, each 50 minutes in length, for each credit awarded for the class. 1 credit of laboratory = 32 student laboratory hours

Laboratories must meet these guidelines:

1. Laboratory activity must include specifically planned learning experiences based on identified Student Learning Outcomes.
2. Laboratories must include direct instructor involvement with ongoing supervision.
3. Laboratories are generally held on or off campus in scheduled space and include demonstration activities, practice and/or skill development
4. Students engage in one hour additional (such as homework) for every two hours of laboratory.

Internships, practicums, clinical experiences, etc.

Instructors must meet the following guidelines:

Instructor/student interaction: the instructor is responsible for ensuring the student is involved with appropriate educational experiences equivalent to at least 72 periods of internship or selected clinical per semester, each 50 minutes in length, for each credit awarded for the class. 1 credit of internship, practicum, or clinical experience \geq 72 student activity hours.

Internships must meet these guidelines:

1. Programs of activities with planned learning experiences are identified jointly by instructor, student and, if appropriate, employer. Student learning outcomes associated with the experience are identified and evaluated.
2. The instructor engages in periodic supervision and evaluation of the student experience.
3. Activities may occur on or off campus.