

## 5.22 Teaching Load

**Last Revised:** December 2023

**Policy:** Piedmont Community College (PCC) expects each full-time faculty devote thirty-nine (39) hours a week to combined direct and indirect instructional activities. The institution reserves the right to individually adjust faculty work schedules.

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### **Purpose/Definitions:**

#### **Purpose**

The purpose of this policy is to define the teaching load for full-time faculty.

#### **Definitions**

**Class Preparation**—Curriculum faculty are allowed time to prepare for class and assess learning. Curriculum faculty are expected to analyze and use the results of assessment to continuously improve assigned courses.

**Institutional Service**—Activities related to instructional responsibilities. Curriculum development, professional development, institutional committee work, student advising, program advisory committee consultation, travel between campuses, service to the College or community, recruiting, and retention efforts are examples of professional activities.

**Negotiated Workload/Release Time**—A reduction in a faculty teaching load due to a special assignment as part of the overall 39-hour weekly workload expectation.

**Office Hours**—Time scheduled to advise, consult with, and provide individual assistance to students.

**Overload**—pay authorized for faculty teaching over their assigned instructional load per semester. Overload contracts will be paid based on the established North Carolina Community College System (NCCCS) Part-Time Faculty hourly rate.

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**Approval Authority/Monitoring Authority:** Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction/CAO has monitoring authority.

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**Procedure:**

**Section 1: Instructional Load**

- 1.1. Faculty collaborate with the instructional deans, coordinators, directors, and/or chairs to create semester schedules that meet student needs.
- 1.2. Faculty are assigned an instructional load for the semester by their instructional dean.
  - 1.2.1. The full-time instructional load for Curriculum faculty will range from 18-28 contact hours (class + lab + clinical). See the PCC Faculty Handbook for further information.
  - 1.2.2. The full-time instructional load for Continuing Education faculty will include a maximum of thirty-nine (39) contact hours per week. See the PCC Faculty Handbook for further information.
  - 1.2.3. The instructional dean will determine the need for any overload assignments.
  - 1.2.4. Overload assignments of more than one course per instructor require the approval of the Vice President, Instruction/CAO.
- 1.3. Faculty will turn in an Instructional Schedule (See Exhibit 5.22 Blank Instructional Schedule) each semester to their instructional dean that approximates time on campus and their availability to students.
  - 1.3.1. The schedule is posted outside the faculty office door and remains up to date throughout the semester.

**Section 2: Workload Components—Faculty**

- 2.1. Full-time faculty workload includes a combination of instruction, office hours, class preparation, and institutional service.
- 2.2. Curriculum faculty will conduct a minimum of 28 of their contracted 39 weekly work hours on campus across at least four, preferably five, workdays.
  - 2.2.1. While 28 hours is the minimum number of required hours on campus, a realistic expectation is that additional hours, up to the contracted 39 weekly hours, may be required to meet the mission of the College.
  - 2.2.2. Hours on campus should be scheduled to best meet student needs.

- 2.2.3. Faculty will schedule one office hour per class to meet student needs. These hours may be on campus and/or virtual.
  - 2.3. Continuing Education faculty will teach courses at various locations as assigned to meet student and institutional needs.
    - 2.3.1. Continuing Education faculty teaching less than the full instructional load will be assigned administrative or other supportive duties with no additional compensation.
  - 2.4. The Vice President, Instruction/CAO has the authority to modify a faculty's workload as needed.
    - 2.4.1. Modifications may include a negotiated workload or release time for special projects.
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**Legal Citation:** N/A

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**History:** Effective November 1973; Revised June 1988, January 1992, October 2001, January 2012, November 2021 (incorporated content then deleted 5.22.1 Teaching Load–Continuing Education), December 2023

**Exhibit 5.22 Blank Instructional Schedule**

**PIEDMONT COMMUNITY COLLEGE**  
*INSTRUCTIONAL SCHEDULE*

INSTRUCTOR: \_\_\_\_\_ SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_

OFFICE LOCATION: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ EXT. \_\_\_\_\_

	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>
7:00					
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					
7:00					
8:00					
9:00					
10:00					
<b>DAILY TOTALS</b>					