Faculty Workload

The following policies and procedures related to workload are established for the guidance of faculty members at the College of Coastal Georgia:

The total workload of each faculty member includes not only the hours spent in the classroom, but also the hours spent in supervising laboratory work, in grading, in advising, in sponsoring student activities, in attending meetings of the faculty, participating in committee work, and engaging in scholarly and creative activities as appropriate.

1. The normal teaching workload for a non-tenure track faculty member is 30 semester hours for the academic year. The normal teaching workload for a tenure track faculty member is 24 semester hours for the academic year. Non tenure track faculty members are expected to teach, engage in advisement, service to the college and community, and relevant professional development. Tenured and tenure track faculty members have a reduced teaching load and are expected to engage in the same actions with the addition of scholarly activities.

2. The load of faculty members teaching laboratory courses, activity courses, and health related courses falls within the limits defined in number one above. Workloads may be equated to clock hours as needed in certain situations with the approval of the VPAA.

3. Specific adjustments are made in the teaching load of faculty members who have administrative duties or research responsibilities supported by external funding.

4. In some instances, faculty members are asked to teach an overload.

5. Overloads of scheduled classes that cannot be compensated by release time later in the contract year are paid at overload salary rates during the semester taught.

6. Faculty members’ normal workload may in some instances include a single class for independent study. This must be done in keeping with procedures found in Section VIII,
   a. “Independent Study.”

7. Faculty class assignments are made by respective lead instructors, Department Chairs, and School Deans. As a matter of standard practice, all faculty members are subject to being assigned to night classes, off-campus classes, and/or distance learning classes as appropriate based on the needs of the College in a given semester.
8. Teaching loads will be adjusted based on other duties with approval of School Dean/Department Chair. For example, Department Chair, Director of programs or grant funded professional development, etc.

9. Only one (1) overload per academic semester will be allowed unless there is an extreme extenuating circumstance. The Vice President for Academic Affairs must approve in writing.