

**CHANCELLOR'S PROCEDURES FOR POLICY**  
**608.01: INSTRUCTOR LOAD AND HOURS**

1. This procedure provides presidents with the flexibility to use credit hours, typically for academic faculty or contact hours, typically for technical faculty in calculating instructor loads. Presidents may also use a combination of credit hours and contact hours so long as the appropriate equivalence is maintained.
2. The number of preparations, the number of students taught, total credit hours produced, complexity of grading required, and the number of direct student contact hours should be considered in determining instructor loads.
3. No distinction is made between day, extended day, weekend, evening, method of delivery, and off-campus programs. Personnel will be employed to provide education for those enrolled, regardless of the day and time of day, or campus/teaching location.
4. Each academic full-time instructor at any ACCS institution shall teach 15 to 16 credit hours per term or the equivalent for the academic year, fall and spring semesters. In using the contact hour method of calculation typically for full-time faculty, no single faculty member shall have a direct student contact hour assignment that is less than 24 hours or exceeds 30 hours per week. Full-time faculty members must work a minimum of 35 hours per week.
  - 4.1 When a faculty member's teaching load reaches the threshold of 15 credit hours or the equivalent, he/she will be considered full-time and entitled to a full-time salary. Pursuant to ACCS Board of Trustees Policy 608.03, any instructional load of more than 15 to 16 credit hours or more than 30 contact hours constitutes an overload and must be approved by the president of the institution. Faculty members with an instructional load exceeding a full-time instructional load status shall be paid on the college's adjunct salary schedule for overload assignments.
  - 4.2 There is a distinction made between summer term and any other term of the academic year. A full-time teaching load during the summer term is 12 to 13 credit hours or the equivalent. Using the contact hour calculation for summer term, a full-time faculty member should not exceed 30 direct student contact hours per week.
5. The president of each institution shall develop a local college policy on faculty load and hours that complies with the procedures established herein and that also addresses each of the following:
  - 5.1 Minimum student FTE or total credit hour production required for full-time status.
  - 5.2 Equivalent credit hours/direct student contact hours for non-teaching assignments.

- 5.3 Equivalent credit hours/direct student contact hours for supervision of students enrolled in credit-bearing activities such as internships, preceptorships, or apprenticeships based on the number of students enrolled, number of required faculty visits to instructional areas, direct supervisory responsibilities, and grading of student assignments.
- 5.4 Independent study course assignments. Such assignments are typically not included in the instructional load calculation; thus, local college policy should ensure that faculty members teach independent study courses on a voluntary basis. Local college policy should also address limits on independent study course offerings and independent study course enrollment and how independent study course assignments impact faculty load.