

**Eastern West Virginia Community & Technical College**  
**Board of Governors**  
**Policy No. BP-3.16**

**TITLE:** INSTRUCTIONAL WORKLOAD POLICY

**SECTION 1: GENERAL**

- 1.1 Scope: This policy establishes the guidelines for determining instructional load for full-time and part-time faculty at Eastern West Virginia Community and Technical College.
- 1.2 Authority: W. Va. Code §18B-1-6, and Series 45, Community and Technical College Faculty Instructional Load
- 1.3 Effective Date:

**SECTION 2: DEFINITIONS**

None

**SECTION 3: RATIONALE**

The Instructional Workload Policy establishes the guidelines for determining instructional load for faculty teaching credit and non-credit courses. Practitioner faculty are employed to perform instructional and instructional related duties that meet the needs of the institution and the students it serves. The purpose of this policy is to define a standard workload that is equitable and uniform regarding instructional assignments, responsibilities and compensation, and to assign instructional responsibilities in support of the College's mission.

Eastern, in keeping with its mission and values, has the responsibility to provide relevant and high quality instruction for its students. To this end, the Instructional Workload Policy addresses how laboratory instruction, unusual instructional situations and other modes of direct instructional contact are applied in determining instructional workload. The Instructional Workload Policy assures effective and efficient planning, budgeting and decision making. *A corresponding regulation for policy implementation will be developed for credit and non-credit course offerings by Academic Services and Workforce Development departments.*

**SECTION 4: GENERAL GUIDELINES**

The following general requirements have been adopted for implementing the Instructional Workload Policy.

- Instructional load is assigned on a credit hour or contact hour basis.

- When calculating instructional load, consideration is given to type of course (lecture, laboratory, clinics), total contact hours per semester, section size, class preparation, administrative responsibilities, programmatic accreditation requirements, summer school instructional load, instructional load equivalences unique to the College and geographic location of course delivery.
- The instructional load for full-time practitioner faculty at the College is fifteen credit hours or the equivalent per semester, or 30 credit hours or equivalent per academic year. Summer session may be factored into the full-time faculty load not to exceed 6 credit hours or equivalent. Any exception to this must have the recommendation of the Dean for Academic Services and the approval of the President.
- A minimum class enrollment of ten students is required for calculation into a full-time faculty's teaching load.
- Instructional load for part-time practitioner faculty is not to exceed 9 credit hours or equivalent per semester. Practitioner Faculty are employed by the college on an as-needed basis for direct instruction. Additional services are provided on a contractual basis and not part of the instructional workload for practitioner faculty.
- Teaching loads will include such combinations of day, evening, weekend and distance learning classes as required for meeting the needs of students and delivery of the curriculum.

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BOARD OF GOVERNORS, CHAIR

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DATE