

# BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

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**SUBJECT:** *Faculty Workload, Teaching Load, and Office Hours*

**EFFECTIVE DATE:** January 10, 2024; Amended June 20, 2024

**BOARD POLICY REFERENCE:** DJ(LOCAL)

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## **PURPOSE**

In compliance with Blinn College District's (the College) Board Policy DJ(LOCAL) this Regulation outlines faculty duty hours, faculty teaching workload, faculty teaching overloads, leadership load and overloads, and faculty office hours.

## **FULL-TIME FACULTY DUTY HOURS**

All full-time faculty members are required to work 40 hours a week, with a minimum of 35-hour on-campus duty hours per week (Monday through Friday), and to be on campus during that time to be available for meetings with deans, assistant deans, department heads, administration, committees, and students. The specific duty hours must be approved each semester by the appropriate instructional dean or designee. Faculty members are encouraged to work the traditional 8:00 a.m. to 4:00 p.m. workday, except when teaching evening or weekend classes. Based on College needs, traditional faculty workday hours may be changed to include evenings and weekend teaching assignments.

## **SUFFICIENCY OF FULL-TIME FACULTY**

In support of the College's mission, all instructional programs shall maintain a sufficient number of full-time faculty to ensure program quality, integrity, and review regardless of modality or location, including off-campus instructional sites.

Each of the College's instructional divisions shall review their programs' full-time faculty adequacy each academic year during the budget cycle. For academic transfer programs, should the percentage of semester credit hours delivered by full-time faculty fall below a 55% threshold, division leadership will initiate discussions with the Vice Chancellor for Academic Affairs to determine strategies to address potential need for additional full-time faculty.

For technical and workforce programs, the College defines that a threshold of 40% semester credit hours delivered by full-time faculty is sufficient to ensure program quality, integrity, and review. Programs designed to lead directly into the workforce benefit from utilizing practicing professionals, often part-time faculty. Should the percentage of semester credit hours delivered by full-time faculty fall below a 40% threshold, division leadership will initiate discussions with the Vice Chancellor for Applied Sciences, Workforce, and Economic Development to determine strategies to address potential need for additional full-time faculty.

## **FACULTY TEACHING LOAD AND OVERLOADS**

The normal teaching load for a full-time faculty member is 15 Instructional Load Units (ILU) per regular long semester (fall/spring). ILU is a metric that quantifies the expected time and effort associated with different course offerings. A full-time faculty member may teach a maximum of 21 ILU during a regular (fall/spring) semester. ILU above 15 are considered "overloads." Because some situations warrant overloads for full-time faculty members, the following guidelines are designed to support faculty

effectiveness. The assignment of 1-5 ILU overloads shall require the approval of the appropriate dean. Under extenuating circumstances, the assignment of overloads greater than 5 ILU shall require the approval of the appropriate vice chancellor.

A faculty member may teach a maximum of 6-10 ILU in each summer session (sessions I and II) and up to 5 ILU during the extended ten-week summer term unless approved by the appropriate dean or vice chancellor.

Faculty members who teach a course with a minimum enrollment of sixty-five (65) students and a maximum enrollment of eighty (80) students will have their semester teaching load reflect two courses. During the fall and spring terms, full-time faculty will teach no more than three Internet sections as part of their course load. Faculty teaching four-hour courses will teach no more than two Internet sections each semester. If specific needs arise, the Vice Chancellor, Academic Affairs or their designee is allowed to approve exceptions on a temporary basis.

### **TEACHING LOAD FOR PART-TIME FACULTY**

To meet the requirements of the Affordable Care Act (ACA), part-time faculty cannot work more than 29 hours per week, including their teaching load and any additional required assignments. Due to ACA definitions for full- and part-time employment, part-time faculty and instructors are not eligible to teach during any minimester.

### **INSTRUCTIONAL LEADERSHIP CONTRACTS**

*Department Heads and Coordinators (other than Health Science Program Directors and Coordinators)*  
Department Heads have 10- month contracts. The Department Head teaching loads are contact hours per long semester (Fall and Spring).

Division Deans may approve an overload for Department Heads under extenuating circumstances. Overload assignments should not exceed 48 contact hours per semester. Should a course overload be assigned, all teaching responsibilities associated with that overload should be performed outside of the 40-hour workweek. Department Heads may teach minimester and Summer classes while not under contract.

Coordinators have 9-, 10-, or 12-month contracts. The teaching load for coordinators is 192 contact hours per long semester.

Division Deans may approve an overload for Coordinators under extenuating circumstances. Overload assignments should not exceed 48 contact hours per semester. Coordinators may teach minimester and Summer classes while not under contract. Should a course overload be assigned, all teaching responsibilities associated with that overload should be performed outside of the 40-hour workweek.

### *Health Science Program Directors and Coordinators*

Health Science Program Directors will be placed on the appropriate contract length with salary adjustments based on accreditation recommendations and program needs. Program Directors, other than the Directors of Dental Hygiene and Fire Science, together with the Assistant Nursing Director receive a release of 48 contact hours per long semester (Fall and Spring). The Directors of Dental Hygiene and Fire Science receive a release of 96 contact hours per long semester. The Directors of Nursing and Vocational Nursing shall not exceed teaching the number of contact hours permitted by their respective accrediting bodies.

*Assistant Deans*

The teaching load for Assistant Deans is 96 contact hours per long semester (Fall and Spring). Division Deans may approve an overload for Assistant Deans under extenuating circumstances. Overload assignments should not exceed 48 contact hours per semester in the Fall, Spring, and either May-minimester, or one of the Summer semesters. Overloads will not be assigned to Assistant Deans in the Winter-minimester. Should a course overload be assigned, all teaching responsibilities associated with that overload should be performed outside of the 40-hour workweek.

**CONVERSION SEMESTER CREDIT HOUR TO INSTRUCTIONAL LOAD UNIT**

The standard teaching load for full-time faculty employed on an academic year contract basis is thirty (30) instructional load units (ILU).

**ILU for All Divisions Other Than Health Science, Visual/Performing Arts, and Kinesiology**

Semester Credit Hours	Weekly Lec Hrs (1:1)	Weekly Lab Hrs (.67:1)	ILUs
1	0	3	2.01
1	0	4	2.68
2	1	2	2.34
2	2	0	2.00
2	2	1	2.67
3	2	2	3.34
3	2	3	4.01
3	2	4	4.68
3	3	0	3.00
3	3	1	3.67
4	2	5	5.35
4	3	2	4.34
4	3	3	5.01
4	4	0	4.00
4	4	1	4.67

**ILUs for Visual and Performing Arts and Kinesiology Division**

VPAK Division ILUs	Semester Credit Hours	Weekly Lec Hrs (1:1)	Weekly Lab Hrs (.66:1)	ILUs
ARCH/ARTS	4	2	4	4
MUAP 11XX & 21XX (.33) per student	1	0	1	0.33
MUAP 12XX & 22XX (.66) per student	2	0	1	0.66
MUEN 2125 Concert Band	1	0	4	4
MUEN 2142 Concert Choir	1	0	3	4

<b>MUSI 1181 &amp; 2181</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1.34</b>
<b>PHED 11XX Activity Classes</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>2.25</b>
<b>PHED 1164 *exception for lab (1:1)</b>	<b>1</b>	<b>0</b>	<b>3*</b>	<b>3</b>
<b>DRAM 1120-1121</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>4</b>
<b>All others Lec 1:1, Lab 1:1</b>				

**ILUs for Health Science Division (only)**

<b>Group A: All Health Science Programs</b>			
SCH	Weekly Lec Hrs (1:1)	Weekly Lab Hrs (1:1)	ILU's
1	1	0	1.00
1	1	1	2.00
1	0	2	2.00
1	0	3	3.00
1	0	4	4.00
2	2	0	2.00
2	2	1	3.00
2	1	2	3.00
2	1	3	4.00
2	1	4	5.00
3	3	0	3.00
3	3	1	4.00
3	2	2	4.00
3	2	3	5.00
3	2	4	6.00
3	1	7	8.00
4	4	0	4.00
4	4	1	5.00
4	3	2	5.00
4	3	3	6.00
4	3	4	7.00
4	2	5	7.00
4	2	6	8.00
4	2	8	10.00
5	4	3	7.00
5	4	4	8.00
5	3	6	9.00
5	3	7	10.00
5	2	9	11.00

<b>Group B:</b> Health Science Programs – ADN, DH, & VOCN			
SCH	Type	Weekly Ext Hrs (1:1)	ILU's
1	Clinical/Internship	3	3.00
1	Clinical/Internship	4	4.00
2	Clinical/Internship	6	6.00
2	Clinical/Internship	8	8.00
2	Clinical/Internship	12	12.00
3	Clinical/Internship	15	15.00
3	Clinical/Internship	18	18.00
4	Clinical/Internship	16	16.00
5	Clinical/Internship	25	25.00
6	Clinical/Internship	30	30.00

<b>Group C:</b> Health Science Programs – EMT, HIT, PTA, Rad Tech, Surg Tech			
SCH	Type	Weekly Ext Hrs (1:0.67)	ILU's
2	Clinical/Internship	6	4.02
2	Clinical/Internship	8	5.36
2	Clinical/Internship	10	6.70
2	Clinical/Internship	12	8.04
2	Practicum	16	10.72
3	Clinical/Internship	12	8.04
3	Clinical/Internship	15	10.05
3	Practicum	21	14.07
3	Practicum	24	16.08
4	Clinical/Internship	12	8.04
4	Clinical/Internship	16	10.72
4	Clinical/Internship	20	13.4
4	Clinical/Internship	24	16.08

## **FACULTY OFFICE HOURS**

As part of the workweek, full-time and part-time faculty members are required to maintain office hours. Office hours are defined by the teaching load/number of courses. Office hours for all faculty are formulated at one-half hour per week per section taught. In each case, office hour information must be included in the syllabus. Full-time and part-time faculty members are required to post their office hours, which must be posted prior to the first day of classes each semester and a copy sent to the appropriate instructional dean or designee.

The hours of employees on more than a nine-month contract shall be established by the Chancellor. Summer duty hours for faculty members must be sufficient to allow ample time before and/or after classes to permit students to visit with faculty members in their offices.

### *Office Hours for Faculty Teaching Online or Blended Courses*

Full-time faculty may not exceed ten (10) off-campus office hours per week, and these hours may not be accumulated from week to week. Full-time faculty teaching online or blended classes may receive two (2) off-campus office hours per week per course not to exceed ten (10) off-campus hours per week.

### *Office Hours during Finals Week*

Full-time faculty shall be available for student consultation during finals week. Due to scheduling changes during finals week, faculty will post revised office hours online and outside their physical office during final exam day.

### *Part-Time Faculty*

Part-time faculty are to schedule office hours and be available for students one-half hour per week per section taught. For complete information, see Board Policy DJ(LOCAL).