



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-3320 Faculty Expectations and Workload

Origination: 03-07-2019

Approved: 12.11.2020

Effective: 12.11.2020

Reviewed:

Last Updated:

Subject: Faculty Expectations and Workload

1. PURPOSE

The policy establishes the expectations and workload requirements for faculty. The university's mission helps define the faculty members' roles. The College's mission in turn is defined by the faculty members' work as teachers and scholars, as colleagues, as mentors to the students, and as servants to the community. The service requirement recognizes that higher education functions most effectively when faculty members participate in college governance and administration.

2. SCOPE AND APPLICABILITY

This policy is applicable to all faculty.

3. REFERENCES

NPRC-3330 Faculty Evaluation

4. DEFINITIONS

4.1 Course load refers to the number of credit hours or equivalent work assigned to faculty.

4.2 Overload hours are credit hours of instruction beyond the required annual or academic semester course load.

5. POLICY

Full-Time Faculty

5.1 Full-time faculty are expected to participate fully in the life of the college. Direct involvement in College activities is required of all full-time faculty members because the collaborative nature of our educational efforts demands time spent with one another and with our students.

- 5.2 Effective teaching is required of all faculty members because the college's primary responsibility is to its students and to their academic advancement and growth.
- 5.3 Full-time faculty members are expected to participate in service to the College. This requirement recognizes that higher education functions most effectively when faculty members participate in college governance and administration.
- 5.4 In addition to their classroom responsibilities, full-time faculty members are expected to participate in continual life-long learning and a variety of College functions. See NPRC-3330: Faculty Evaluation for examples of activities included in these categories.
- 5.5 Full-time faculty are twelve-month employees with a 37.5 hour workweek who annually teach thirty credit hours of instruction or any equivalent combination of assigned academic-support activities and credit and non-credit instructional assignments. Equivalent assigned academic-support includes activities such as program development, mentoring of part-time faculty, resource development, participation in fellowship opportunities, projects in collaboration with other college departments, professional development activities leading to additional certification or a higher degree, curriculum redesign, new course development, lab preparation, and supervision of field placements, capstones, and internships.
- 5.6 Full-time faculty are not permitted to use paid time off when they are scheduled to teach with exception for unavoidable absences such as personal or family illness.
- 5.7 Full-time faculty may teach overload hours or complete special projects, above what is required for additional compensation. Overload is at the discretion of the Dean of Curriculum and Instruction or designee and may be required when unanticipated events arise. Workloads beyond one additional course or the equivalent per semester require the approval of the Vice President for Academic and Student Affairs.
- 5.8 Full-time faculty are required to provide a minimum of 30 minutes per week for every credit hour taught to advise, mentor, tutor, and conference with students. It is expected that faculty will respond to student communication in a timely manner, typically within 72 hours.
- 5.9 At least one week prior to the start of an academic semester, full-time faculty shall post a weekly schedule with their hours of availability and submit a copy of that schedule to the Dean of Curriculum and Instruction or designee.

All Faculty

5.10 All faculty are expected to:

- 5.10.1 Hold all class sessions when scheduled and for the time scheduled. Instructor absence from class needs to be minimal and cancellation occurs only when unavoidable.
- 5.10.2 With advance notification to the Dean of Curriculum and Instruction, provide an alternate instructional plan for dates of planned instructor absence. The instructional plan should include student engagement that supports the attainment of course goals. Faculty are required to communicate their alternate instructional plan, including any corresponding assignments, to the students enrolled in the course and to the Dean of Curriculum and Instruction or designee five business days prior to the cancellation.
- 5.10.3 For unplanned absence, provide notice to the Dean of Curriculum and Instruction or designee and, when possible, to students. Within the later of four weeks of the instructor's return to class or the start date of final exams, provide the Dean of Curriculum and Instruction with an instructional recovery plan that supports the attainment of course goals and includes any corresponding alternate assignments or activities.

Part-Time Faculty

- 5.11 In any given semester, part-time faculty may teach a maximum of nine credit hours or assigned a combination of duties, responsibilities, and teaching obligations not to exceed the equivalent of nine credit hours of instruction. Teaching more than 9 credits requires the approval of the Vice President for Academic and Student Affairs and may be authorized when unanticipated events arise.
- 5.12 Part-time faculty are required to be available to students outside of class time and respond to student questions in a timely manner.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 The Dean of Curriculum and Instruction or designee is responsible for ensuring faculty meet workload requirements.
- 6.2 The Vice-President of Academic and Student Affairs is responsible for oversight of this policy.

7. REVIEW STATEMENT

This policy shall be reviewed on a regular basis in accordance with College's policy regarding policy review and amendment.

8. SIGNATURES

Signature on file

Chair, Board of Trustees

Date

Signature on file

President

Date