Faculty Expectations and Workload

1. PURPOSE

This policy establishes the expectations and workload requirements for faculty at Northern Pennsylvania Regional College ("NPRC" or the "College"). 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

3.1 INDX-1110-01: Master Policy Index

3.2 CLDR-1110: Policy Review Schedule

3.3 INDX-1110-02: Document Naming Key

3.4 PROC-3050-01: Class Cancellation

3.5 FORM-3320-01: Faculty Schedule Template

3.6 FORM-3320-02: Instructor Absence Planned/Unplanned

3.7 NPRC-3330: Part-Time 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.

4.3 Business Day is a day of normal College operation.

5. POLICY

Full-Time Faculty

5.1 Full-time faculty are twelve-month employees. Full-time faculty are exempt employees with a 37.5 hour workweek who annually teach 30 credit hours.

5.2 If full-time faculty are unable to reach 30 credit hours in a calendar year due to circumstances such as low student enrollment, they may be assigned an equivalent workload of non-instructional activities.

5.3 Academic Directors may determine that non-instructional activities count toward a full-time faculty member's course load and reduce the number of courses the faculty member is required to teach. Such non-instructional activities include, but are not limited to:

5.3.1 First-time hybrid or asynchronous course development

5.3.2 First-time challenge portfolio development

5.3.3 Evaluation of challenge portfolio artifacts

5.3.4 First-time challenge exam development

5.3.5 Significant curriculum development or revision

5.4 Full-time faculty who teach a course with a required laboratory or field experience component will receive one additional credit toward their annual credit load per course.

5.5 If full-time faculty use paid time off for a non-emergency situation during days that include scheduled class sessions, the days missed may not exceed more than one week of instructional contact time per course per academic year. Full-time faculty must follow the procedure outlined in PROC-3050-01: Class Cancellation and receive permission from the appropriate Academic Director before submitting the paid time off request.

5.6 Full-time faculty who teach over 30 credit hours annually will receive compensation in addition to their annual salary for overload hours. Overload hours must be approved by the appropriate Academic Director and are intended to address unforeseen needs and circumstances. Assigning overload hours to full-time faculty is not intended to be a common practice. Full-time faculty are compensated per credit for overload hours at the highest part-time faculty rate.

5.6.1 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 one business day.

5.7 At least one week prior to the start of an academic semester, full-time faculty shall submit FORM-3320-01: Faculty Schedule Template to the appropriate Academic Director.

5.8 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.

5.9 Full-time faculty are expected to participate in the shared governance of the college by serving on assigned committees.

All Faculty

5.10 All faculty are expected to:

5.10.1 Conduct class sessions when scheduled and for the entire time scheduled. Instructor absence from class needs to be minimal and cancellation occurs only when unavoidable.

5.10.2 In accordance with PROC-3050: Class Cancellation, submit FORM-3320-02: Instructor Absence Planned/Unplanned in the case of any planned or unplanned absence.

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 non-instructional activities not to exceed the equivalent of nine credit hours of instruction. Non-instructional activities include, but are not limited to:

5.11.1 First-time hybrid or asynchronous course development

5.11.2 First-time challenge portfolio development

5.11.3 Evaluation of challenge portfolio artifacts

5.11.4 First-time challenge exam development

5.11.5 Significant curriculum development or revision

5.12 Part-time faculty who teach a course with a required laboratory or field experience component may be paid for one additional credit per course at the rate of their assigned part-time faculty tier.

5.13 Part-time faculty teaching more than nine credits or being assigned more than the equivalent of nine credits of non-instructional activities requires the approval of the Vice President of Academics and may be authorized when unanticipated circumstances arise.

5.14 Part-time faculty are not required to maintain weekly office hours but are required to be highly responsive to the needs of their students. Within one business day, instructors are expected to provide students with a resolution or a response acknowledging the student's communication and setting up a mutually-agreed-upon time for further discussion or assistance.

6. RESPONSIBILITIES AND TIMELINES

6.1 The appropriate Academic Director is responsible for ensuring faculty meet workload requirements.

6.2 The Vice-President of Academic Affairs is responsible for oversight of this policy.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1110: Policy Review Schedule.

8. SIGNATURES

Signature on file   4-11-2025

_____   _____
Chairperson, Board of Trustees   Date
          Signature on file   4-11-2025

_____   _____
President   Date

Revision Notes: Policy in Revision