

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6720 Faculty Workload	Page 1 of 5
Primary Policy: IP 6710 Faculty Rights and Responsibilities	
Associated Policies: IP 6310 Classroom Attendance	
Associated Regulations: IR 6310 Classroom Attendance; PR 4210 Work Hours of Employment; IR 6715 Faculty Evaluation and Engagement; IR 6730 Faculty ByLaws; GAR 1140 Institutional Effectiveness	
References: Advising Manual; Adjunct Faculty Handbook	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

Three Rivers College has established a 40-hour work week for all employees. Of those 40 hours, it is understood that some faculty work is completed outside the office. Twelve (12) month faculty are held to the requirements set forth herein and will work at an instructional site a minimum of 40 hours per week unless on leave. Of these 40 hours, 25 hours are devoted to lecture, lab, and posted office hours distributed at times convenient for students. The remaining 15 hours are devoted to fulfilling other College obligations in the areas of Service to Students, Service to the College, and Curriculum Management. During Fall and Spring Semesters, the College expects instructional full-time faculty to be on campus (including instructional, clinical, or practicum sites) 5 days per week.

Service to College: All full time Faculty are required to serve on standing committees of the College in order to carry out the various academic related functions of the College as outlined in the Faculty Bylaws. Faculty may also be called upon to participate in various other committees, workgroups, and task forces as needed.

Faculty are expected to participate in the Faculty Convocation at the beginning of each semester. Faculty should receive prior authorization from the Chief Academic Officer to be excused from Convocation and authorization from their direct supervisor to be excused from any of the week's proceedings.

In order to address the academic and other associated business of the College as it relates to the Academic Units, all faculty are required to attend faculty meetings unless specifically excused. In the event a faculty member will not be in attendance, the faculty shall notify their Department Chair and the Office of the Chief Academic Officer.

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Service to Students: College faculty serve a vital role in providing academic guidance and preparation to students. In this capacity, faculty should engage in and monitor, student academic planning through the Student Planning/Advising portal of myTRCC. Faculty should actively encourage students to participate in this process by collaborating with the students to create manageable academic plans and providing assistance until completion of the plan. Faculty should stay current with curriculum changes as well as Three Rivers College and other best-practices for advising students by utilizing the Academic Advisor Checklist and the Advising Manual located on the College Employee Gateway.

Faculty assist with student registration and are informed prior to Convocation week regarding registration schedules and are encouraged to work with the Chief Academic Officer and their direct supervisor to accommodate scheduling.

Curriculum Management: Curriculum management is a necessary and critical component of the faculty. Faculty will submit curriculum changes through the approved curricular process of the college. Faculty are responsible for submitting the proper curriculum forms, data and documentation outlined on each of the specific curriculum forms and in the curriculum process.

All curriculum changes shall be approved prior to implementation.

Course Load: Full-time faculty are required to teach a full load of 15 credit hours or comparable contact hours in the fall and spring semesters unless otherwise specified through release time, other assigned duties such as certain Program Coordinators, or required teaching loads as defined by external accrediting agencies. Full-time faculty members may be required to teach during the evening or on weekends and at instructional sites other than the main campus.

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Faculty are to teach to the course rationale of their assigned courses, meet class as regularly scheduled, use appropriate methods of assessing student work, keep regular attendance as defined in IP 6310 and IR 6310, respond to student communications within 24 hours Monday through Friday and within 48 on weekends, post and keep regular office hours, and prepare, maintain, and update syllabi and course materials.

Faculty will provide instruction and create learning environments consistent with the mission of the College and in accordance with the established course rationale/description and the course and programmatic Student Learning Outcomes.

Faculty shall acquaint all students with the course requirements during the first class meeting and provide each student with periodic evaluations of his/her progress.

Specific faculty workload requirements for those faculty teaching in career programs whose programmatic handbooks have additional workload requirements shall rule as the workload for those faculty except in cases where the programmatic workload outlined in said handbook is less than those workload requirements contained herein.

Course Overload: Faculty may teach a maximum of ten (10) hours beyond their required teaching load during the fall and spring semesters. Faculty are permitted to teach a maximum of six (6) credit hours during a summer session, not to exceed twelve (12) credit hours total for the summer term. Faculty are permitted to teach a maximum of six (6) hours during the winter session. In special circumstances, faculty may be approved to teach more than the maximum above by the Chief Academic Officer.

Overload courses are not guaranteed for full-time faculty members. Overload courses are assigned by the department chair with approval of the Chief Academic Officer.

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Office Hours: Each member of the faculty is required to post and maintain ten (10) approved office hours per week. Office hours must be scheduled at a time convenient for students and must be scheduled in increments of no fewer than 30 minutes in length. Office hours, except virtual office hours, may only be scheduled during times when the college is open, but should not be scheduled during the common hour.

With permission of the Department Chair, faculty teaching courses as part of their regular full-time load, where the contact hours of the course are greater than the credit hour of the course may reduce the required number of office hours to a minimum of 7 hours as long as total teaching and office contact hours are no less than 25.

Faculty teaching summer classes shall maintain availability for their students. Faculty shall respond to students within 24 hours and set specific appointments as needed.

All faculty may schedule one (1) virtual office hour every semester. Faculty providing instruction through a distance learning modality (online and/or through Interactive Television (ITV)), may utilize one (1) hour of virtual office hours for each distance learning course up to three (3) hours per semester. During scheduled virtual office hours, faculty will devote his/her full attention to responding and are immediately available via email, chat, skype, or phone.

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04-19-2017: Initial approval of IR 6720 Faculty Workload.