



PROCEDURE:

WGTC Instructional Staff Work Assignments

Revised: June 29, 2020

Last Reviewed: January 05, 2016; July 19, 2014; March 17, 2011; October 23, 2009

Adopted: October 23, 2009

Semester Teaching Load

WGTC faculty are required to maintain a teaching load that provides opportunity for effective, quality instruction as well as ample time allocated to course development, student advisement, grading, community involvement, and professional development.

Full time faculty at Wiregrass Georgia Technical College will comply with all TCSG policies regarding instructional workload. Faculty are required to work 40 hours per week. The optimal teaching load for a full-time faculty member teaching general education courses is 18-20 credit hours per semester (Fall and Spring). Faculty teaching program courses, which also includes occupational based instruction (OBI), internships/externship, and clinical, have a teaching load of 19-30 contact hours per week (Fall and Spring). For courses taught concurrently, the maximum number of courses taught at the same time will be 4.

The summer semester teaching load will be reduced by one course for general education and/or 3-5 contact hours for program instruction. In general, instructors will not be asked to teach more than 120 students in a given semester, but individual teaching load requirements may be adjusted by deans and exceptions made based on the needs of the college and the following factors: course content and level, type of instruction, number of class preparations, student registration in the course, planned faculty development activities, planned program accreditation activities, committee assignments, and other activities, which help the college achieve its stated mission. Extenuating circumstances may require the Vice President for Academic Affairs to approve additional contact hours. The additional instructional hours shall be compensated using the adjunct compensation pay scale.

In courses where enrollment is not optimal, the dean may cross-list two or more identical courses in varying formats. This class grouping is counted as one prep and one course towards faculty load hours. Optimal enrollment varies by course and program and will be determined by the dean in conjunction with the Vice President for Academic Affairs.

For adjunct faculty, Wiregrass Georgia Technical College complies with TCSG policies regarding contact hours and Work Load Units (WLUs) per week.

Teaching Activities

Activities in a traditional or non-traditional classroom, laboratory, or clinical setting. Faculty

responsibilities may include but are not limited to a combination of day, evening, and weekend classes, online, or coordination and supervision of internships or clinical rotations.

Other Activities

Instructors must have a minimum of five (5) office hours per week. Other activities include but are not limited to student advisement, class preparation, curriculum design and development, professional growth and development, business and industry visits, advisory committee meetings, accreditation or articulation activities, faculty meetings, seminars, student recruitment and retention events, or other scheduled college events.

Responsibility

The Vice President of Academic Affairs has the overall responsibility of ensuring this procedure is implemented.

References