



## **Procedure 600.1: Faculty Teaching Load**

### The Educational Program

Iowa Valley Community College District will comply with Iowa Administrative Code, Chapter 24.5(2). Any changes to Iowa Law or Administrative Rules supersede this document.

### **Arts and Sciences**

The full-time teaching load of an instructor in arts and sciences courses shall be 15 credit hours within a traditional semester or the equivalent and shall not exceed a maximum of 16 credit hours within a traditional semester or the equivalent. An instructor may also have an additional teaching assignment beyond the maximum academic workload, provided the instructor and the community college administration mutually consent to this additional assignment and the total workload does not exceed the equivalent of 22 credit hours within a traditional semester or the equivalent.

### **Career and Technical Education**

The full-time teaching load of an instructor in career and technical education programs shall not exceed an aggregate of 30 hours per week or the equivalent. An instructor may also teach the equivalent of an additional 3 credit hours, provided the instructor consents to this additional assignment. When the teaching assignment includes classroom subjects (nonlaboratory), consideration shall be given to establishing the teaching load more in conformity with that of paragraph 24.5(2) "a."

### **Definitions**

#### **Teaching Load**

Refers to teaching load limits set forth in Iowa law related to full-time credit and non-credit instructors in arts and sciences, and career and technical education.

**Full-time Teaching Base Load**

Defines the maximum credit hours the college may require to be taught by a faculty member. Faculty on continuing contracts less than 1.0 FTE are prorated accordingly.

*IVCCD application: All faculty will be issued teaching assignments or approved non-teaching assignments (e.g., communication liaison) equivalent to a total of 30 weighted load hours (defined below) during the fall and spring semesters proportional to their full-time equivalency. This is typically 15-16 credit hours per semester but may vary depending on the weighted load assigned to the course.*

**Additional Teaching Assignment**

Defines the maximum credit hours that may be taught through mutual consent between the college and a faculty member.

*IVCCD application: Faculty may elect teaching assignments in addition to the base teaching load. Teaching assignments (base and additional) may not exceed a total of 22 credit hours during each of the traditional fall and spring semesters. The weighted load calculation will be used to pay overload above the 30 weighted load hours.*

**Credit Hour**

Defined as the credits assigned to a course as documented in the Student Information System and College Catalog.

**Low Enrollment Course**

A course that is offered and taught with enrollment below the established minimum. Low enrollment courses are included in the maximum total credit hours. Course meets as scheduled.

**Independent Study**

Assignments are exempt from the full-time teaching load calculations, but are calculated in weighted load for overload payment as defined in section B. Course meeting times are arranged between instructor and students.

**Other Duties**

May be considered as release time from teaching responsibilities (e.g. communication liaison). If noted on the load sheet, they are

calculated as part of full-time teaching load. They may also be paid as a stipend outside of teaching load.

*IVCCD interpretation: If a course is scheduled as a typically scheduled course, the course credit hours are applied to full-time teaching load and maximum credit hours. Payment for any applicable overload is calculated in payment load defined in section B.*

*Each course has been assigned a specific enrollment target within the Student Information System. Enrollment targets are typically set at 25 students, but exceptions for lower enrollment may be based on compliance with accrediting agencies, safety practices, equipment limitations, etc. Periodic review of enrollment targets occurs by academic administration in collaboration with relevant faculty. Decisions about assigning full weighted load to low enrollment courses are based on whether the enrollment reaches a minimum of one-third (1/3) of the enrollment target. Typical rounding rules apply.*

*IVCCD will make decisions about running low enrollment courses on the Friday before classes begin (fall and spring semesters). If the college determines to run the course with low enrollment, the instructor will receive full weighted and teaching load for the course. If the college determines to cancel the course but the instructor still wants to teach it, they must teach it as Independent Study and will receive weighted load equivalent using the independent study pay rate, but the course is exempt from the full-time teaching load calculation.*

*Examples:*

- *If target enrollment is 25 students, one-third enrollment equals 8.33, so minimum enrollment is 8 students.*
- *If target enrollment is 15 students, one-third enrollment equals 5, so minimum enrollment is 5 students.*
- *If target enrollment is 10 students, one-third enrollment equals 3.33, so minimum enrollment is 3 students*

### **Stacked Classes**

Two or more sections of the same course taught at the same time, or two or more sections of overlapping content courses taught at the same time. Faculty are paid based on the weighted load of one section, but enrollment for all sections is applied to calculate minimum enrollment.

*IVCCD application: Stacked classes using multiple sections of the same course are established for registration and enrollment management purposes.*

#### *Examples:*

- a college section paired with one or more high school sections;
- sections at two or more campus locations (E01, M01, MG1)
- occasionally, two courses share identical content with one course adding an extra credit hour for a lab (e.g., BIO or CHM).

### **Weighted Load**

Refers to the calculation of payment for additional teaching assignments, independent study, and other non-teaching assignments applied to total load.

*IVCCD application: Overload payment calculation begins with anything greater than 30 weighted load hours. Faculty with continuing contracts less than 1.0 FTE are prorated accordingly. The current Overload payment rate is \$725. IVCCD weights Lecture as 1.0; Laboratory Work as .75; Clinical Practice as .50; and Work Experience (Co-op or OJT) as .25.*

### **Independent Study**

refers to a course that students take independently of the schedule of classes. Faculty agreeing to teach independent study must complete an Independent Study Form with the student, complete and individualized syllabus for the course, and submit both to the academic dean for approval prior to the course start date. The independent study rate is calculated as:

$$0.125 \times \text{number of students} \times \text{weighted load of course} \\ = \\ \text{weighted pay load} \times \text{current overload rate as indicated in the faculty handbook}$$

### **Credit Hour Requirements and Instructional Methods**

Iowa Administrative Code 281, Chapter 21.2(12) sets requirements for determining credit hours based on the amount of instructional contact time and delivery method. “Classroom Work” is defined as Lecture and formalized classroom instruction under the supervision of an instructor with a minimum of 800 minutes of scheduled instruction per semester. “Laboratory Work” is defined as experimentation and practice by students under the supervision of an instructor with a minimum of 1600 minutes of scheduled laboratory work per semester. “Clinical Practice” is defined as applied learning experience in a health agency or office under instructor supervision with a minimum of 2400 minutes of scheduled clinical practice per semester. “Work Experience” is defined as employment-related experience (on the job training) coordinated by a college representative and an employer, with control and supervision of the student on the job being the employer’s responsibility.

IVCCD reserves the right to cancel courses or combine sections as needed at any time.

Per their annual contract, faculty will be paid for their base teaching load, but are not guaranteed overload assignments.

Every instructor will schedule a minimum of five office hours per week. Instructors are expected to spend a minimum of 35 total hours per week on campus. Office hours shall be posted on the office door.

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#### **Legal Reference**

Iowa Administrative Code, Chapter 24.5(2)

Related Administrative Rules and Regulations  
IVCCD Faculty Handbook

## Revision History

November 14, 2018; June 11, 2008; December 9, 1987