

**TITLE 133
PROCEDURAL RULE
HIGHER EDUCATION POLICY COMMISSION**

SERIES 45

**TITLE: COMMUNITY AND TECHNICAL COLLEGE FACULTY
INSTRUCTIONAL LOAD**

SECTION 1. GENERAL

- 1.1 Scope: Rule establishing guidelines for community and technical colleges to utilize in developing a policy on faculty instructional loads.
- 1.2 Authority: West Virginia Code §18B-1-6
- 1.3 Filing Date: March 3, 2004
- 1.4 Effective: April 5, 2004

SECTION 2. ESTABLISHMENT OF GUIDELINES

- 2.1 The provisions of this section shall apply only to the establishment of a faculty instructional load policy at the Eastern WV Community and Technical College, Fairmont State Community and Technical College, New River Community and Technical College of Bluefield State College, Marshall University Community and Technical College, Shepherd Community and Technical College, Southern WV Community and Technical College, WV Northern Community College, WVU-Parkersburg, WVU Institute of Technology Community and Technical College, West Virginia State Community and Technical College, and any other community and technical colleges so designated by the West Virginia Legislature.

To facilitate the development of a policy at each community and technical college, the institution will submit the established policy to the WV Council for Community and Technical College Education for review and approval.

SECTION 3. FACULTY WORKLOAD GUIDELINES

- 3.1. Faculty are employed to perform instructional and other instructional related duties that meet the needs of the institution and the students it serves. The full-time instructional load for community and technical college faculty in West Virginia is to be fifteen credit hours or the equivalent per semester.

- 3.2. It is the responsibility of the president or provost of the community and technical college, in consultation with faculty, to submit a faculty instructional load policy to the WV Council for Community and Technical College Education that reflects a faculty instructional load of fifteen credit hours or the equivalent per semester.
- 3.3. A faculty instructional load may consist of credit and non-credit instruction as part of the primary instructional load.
- 3.4. It is the responsibility of the president or provost to set equivalency rules for faculty instructional loads by determining how laboratory instruction, unusual instructional situations and other modes of direct instructional contact will be counted toward determining instructional loads.
- 3.5. When establishing an instructional load policy, consideration should be given to, among other issues, the following:
 - 3.5.1. Types of courses, i.e. Lecture, laboratory, clinics;
 - 3.5.2. Total contact hours per semester;
 - 3.5.3. Section size;
 - 3.5.4. Class preparation;
 - 3.5.5. Coordinator and administrative equivalencies;
 - 3.5.6. Programmatic accreditation requirements;
 - 3.5.7. Summer school instructional load;
 - 3.5.8. Instructional load equivalences unique to the individual institutions; and,
 - 3.5.9. Geographic location of course delivery.