

Polk State College Procedure

Subject	Reference	Date	Number
Faculty Workload – Academic Accounting System and Department Coordination	Rule 2.03	06/06/2017	1006

I. Purpose

The Polk State College Academic Accounting System defines, measures, and authorizes instructional workload using a point allocation system, and provides guidance in the allocation of those accounting points.

II. Procedure

- A. The campus academic dean must submit for approval to the Vice President for Academic Affairs a written rationale stating extenuating circumstances in cases where faculty members are assigned overload in excess of the maximum.
- B. Ten workdays after the first day of each semester, each academic dean will submit for approval to the campus provost a Request for Personal Action (RPA) for all faculty members receiving load points for non-classroom assignments for the upcoming semester.
- C. The appropriate academic dean will complete all instructional assignments and have them entered into the College's Instructor Resource Management System (IRMS) following the schedule listed below. The office of the Vice President for Academic Affairs will run The College Wide Staffing Recap Report from IRMS to ensure compliance with College Rules and Policies.

Schedule: (NLT refers to "no later than.")

- For term 1 workload—NLT ten (10) workdays following the end of Regular Registration.
- For term 2 workload—NLT ten (10) workdays following the end of Regular Registration.
- For term 3A workload—NLT five (5) workdays following the end of Regular Registration.
- For term 3B workload—NLT five (5) workdays following the end of Regular Registration.

III. Academic Accounting System

A. Definitions

1. Academic Accounting Point—unit by which faculty workload is measured
2. Course Section Standard Point Allocation—the standard point allocation for a section of a specific course as determined by consideration of the factors listed below and as reflected in the electronic course master file.
3. Course Standard Enrollment Allocation—the established standard student headcount enrollment allocation for a section of a specific course as reflected in the electronic course master file.
4. Final point determination—each faculty member's base term point allocation will be determined immediately following the end of the regular drop/add period for the given term. Typically, this will be the instructor's point allocation total for the term. However, adjustments may be made during the course of a term to reflect additional course

instruction or other applicable assignments. All such adjustments will be made in consultation with the appropriate academic administrator(s).

5. The standard full-time instructional load for 164-day college faculty by contract length, or equivalent, shall be two 60 point terms, fall and spring, per year. The standard full-time instructional load for 196-day high school faculty shall be 3 high school credits per 90-day term, two 90-day terms/year.
6. Dollar value for an academic accounting point—amount calculated for each new year by dividing the total standard overload compensation for a traditional 12-point class (based upon the current salary schedule) by 12. [EXAMPLE: 12-point class = 48 hours @ \$25.00/hr = \$1200.00, $\$1200.00/12 = \$100.00/\text{point}$.]
7. Standard overload hourly pay rate—the annually determined rate of compensation for each hour of overload instruction by a full-time instructor.

Activities or factors that may affect point allocation:

- a. In-person teaching—planning, developing, and presenting course materials. Assessing student performance and maintaining student course records.
- b. Course management—managing course-related details and activities that are beyond those typical and usual for a standard section of a course.
- c. Course student supervision—supervising students in a learning situation other than or in addition to traditional or standard in-person teaching.
- d. Course section enrollment—class size as compared to the standard course section allocation.
- e. Course delivery method—consideration of the method(s) of delivery as compared to the traditional or standard method(s) for the course.
- f. Course section responsibility—consideration of the level of responsibility for content, presentation and management as compared to the standard. Is the course team-taught? Is a facilitator or assistant also assigned? Is the course pre-packaged?
- g. Course section scheduled time and/or location—consideration of scheduled time and location outside the standard parameters.
- h. Academic program management—additional duties and responsibilities beyond those involved in typical classroom instruction and expressly related to the coordination of a specific academic program.
- i. Other special assignment—an additional assignment or duties beyond those involved in typical classroom instruction and other than academic program management. May include other academic coordination activities, a special project, or other assignment that is not directly related to or involved in a course section assignment.

B. Point allocation distribution

1. For college credit and Developmental Education course assignments
 - a. In-person teaching—4 points per weekly course contact hour
 - b. Course student supervision—generally—
 - Directed Independent Study supervision—\$75/credit/student.
 - c. Faculty members who develop an online or hybrid course for the first time will be entitled to additional compensation if they are developed using the college-accepted quality standard. This will be demonstrated by completing PAL level 3 training. These courses must first be approved by the academic dean, and the faculty member will be expected to sign the Online Course Development Agreement. A faculty member will not be compensated for developing an online course which does not use the college-accepted quality standard. Courses converted for the first time from face-to-face to fully online will be awarded 2

times the standard point allocation. Converting and teaching for the first time a face-to-face course to hybrid or a hybrid course to fully online will be awarded 1.5 times the standard point allocation. A course which is subsequently approved by the accepted quality standard (e.g., Quality Matters) will earn an additional 1 times the standard point allocation.

- d. Live television instruction with facilitator(s) assigned at other receive sites—Standard course section point allocation.
 - e. Stacked section instruction [ex. Ceramics I and II]—Standard course point allocation only for initial section.
 - f. Multiple instructor assignment [team teaching]—Standard section point allocation will be assigned on a pro rata basis, based upon each assigned instructor's proportion of the overall instructional responsibility.
 - g. Course section size—A planning capacity is established for every course in the curriculum. This value is referred to and is entered into the electronic course master file as the course "Capacity." Courses also have "Maximum Capacities" established. These values express the absolute maximum size a section of the course will be allowed to achieve except in special circumstances and only with the approval of the appropriate dean or Vice President for Academic Affairs. With certain exceptions, Maximum Capacity may exceed Capacity. Maximum Capacity will be the capacity considered in awarding points. Points will be awarded according to the following:
 - i. Enrollment up to standard course Maximum Capacity—1X standard point allocation
 - ii. Enrollment from standard course Maximum Capacity—Dollar equivalent of 1 point per student up to +5, then 1.5X standard point allocation.
 - iii. Enrollment from 2X standard maximum up—2X standard point allocation
- NOTE: Certain courses for which lab size, lab equipment, or computer equipment limitations artificially reduce the standard section allocation have been identified and must exceed 36 students in the lecture portion of the course section before any point allocation revision for class section size will become effective.

- 2. For Post-Secondary Adult Vocational, Supplemental, or Other Clock Hour Instruction
 - a. Points will be assigned at 0.13 points per contact hour of instruction

- 3. Other duties or activities
 - a. New course development—Typically, twelve (12) points for initial development. Six (6) points for first term of implementation offering for analysis and revision.
 - b. Technology Coordination and other coordination/liaison activities not previously addressed—Up to 12 points per term in terms 1 and 2 for a maximum of 24 points per academic year. Allocation will be determined through consultation with the appropriate dean and the Vice President for Academic Affairs.
 - c. Faculty mentoring—Three points per individual faculty member being Mentored.
 - d. Special projects—Based upon complexity and scope. Allocation based upon the standard—8 hours/week in a standard 15-week semester, or 120 hours = 12 points. Allocation will be determined through consultation with the appropriate dean and the Vice President for Academic Affairs.

NOTE: All assignments and their associated point allocations for other than direct instruction and formally-established manager or coordinator assignments must be approved by the campus provost and Vice President for Academic Affairs. Point distribution for load purposes—At the date in each academic term designated for final point determination, a faculty member's total points assignment for that term will be

analyzed. Points in excess of a standard workload for that term will be treated either as overload points or banked points.

- e. Overload points—When a faculty member's total point assignment exceeds the standard workload range, the appropriate dean and the instructor may agree to treat the points as overload points. The faculty member will be compensated for the overload in the term in which the points are earned on a per point basis at a rate established as the dollar value for an academic accounting point.
- f. Banked points—With prior agreement and approval of the appropriate academic administrator, a faculty member may elect to bank excess points generated in a term rather than treat them as an overload. Banked points generated in term 1 may be used in term 2 of the same academic year to offset a point deficiency in total points earned in term 2, thus bringing the point total up to the standard for the term. A faculty member is generally limited in the number of points that can be used in this fashion to no more than 24 points. Use of banked points beyond the 24-point limitation requires the prior approval of the Vice President for Academic Affairs. Banked points used in this fashion do not generate additional compensation. Should it subsequently be determined that the banked points are not required to generate a full workload in the term into which the banked points were carried over, the instructor will then be compensated for the points at the standard overload pay rate.
- g. Only in extraordinary circumstances, in response to institutional need, and with the prior approval of the Vice President for Academic Affairs can banked points be used to generate a supplemental contract beyond the initially established contract length for the academic year in question.
- h. Maximum points earned in a term—For typical course instruction, an instructor's workload may not exceed 1.4X the standard workload for that term as measured in accounting points. In some circumstances, and with prior approval of the campus academic dean and forwarded to the Vice President for Academic Affairs, course workloads may exceed 1.4X the standard workload.
- i. Assignments occurring at a point later in the term than the date initially designated for "final point determination" and for which accounting points are assigned and earned will be considered following the same standards and processes as outlined above and for the term in which the assignment is made.
- j. Adjunct instructors' assignments will not exceed 0.80 the standard point allocation for a full-time instructor for any given term. This standard may be exceeded only in special circumstances and with prior approval of the Vice President for Academic Affairs. An adjunct's total point allocation for any academic year may not exceed 0.80 the standard FT point allocation.
- k. Instructor contact hours—points are not allocated for office hours or related student contact hours or for typical standard committee assignments. Faculty members with a full teaching load are expected to comply with DBOT Rule 3.01 by providing a minimum combined total of 25 hours of availability to students, including classroom and office hours, exclusive of overload teaching assignments. Full-time faculty may offer online office hours for online and hybrid courses in proportion to the point load of online course or the online component of the hybrid course. For example, a faculty member teaching four face-to-face 12-point courses and one online 12-point course could elect to hold two of his/her 10 office hours as online office hours. A faculty member who is teaching four face-to-face 12-point courses and one hybrid 12-point class could elect to hold one of his/her 10 office hours as online office hours. Online office hours must be synchronous, regularly scheduled office hours. Faculty must be logged into PAL

during this time. Faculty will inform students in the course syllabus how students may contact faculty members during online office hours which might include the following methods: PAL chat room, PAL pager, email, and/or telephone. Full-time instructors may fulfill a portion of the required availability beyond scheduled class time by holding office hours in the TLCC and by providing academic assistance to student clients of the TLCC. Full-time instructors whose regular assignments in a given term include responsibilities other than regular classroom instruction, laboratory supervision, or other direct instructional activity are expected to maintain a proportional number of availability hours. Availability hours will be posted and must ensure access for students. Adjunct instructors are also expected to provide for availability to students beyond the posted scheduled classroom, laboratory, clinical, or other direct instructional hours for the assigned course section. At minimum, an adjunct instructor is expected to provide 1 hour per week of availability to students outside the regularly scheduled class time for every course to which the adjunct faculty member is assigned. Full-time faculty assigned to an overload (including summer) class section are expected to provide for appropriate availability for students enrolled in the designated overload class section.

IV. Department Coordination

A. Departmental Units

1. Departmental Units for each campus shall be determined by the academic dean.
2. Full-time regular faculty to be represented shall be given the opportunity to provide input into the organization of Departmental Units.
3. The academic dean should take into consideration teaching disciplines, scheduling efficiency, and faculty utilization when determining Departmental Units.
4. Where possible, the academic dean shall avoid reorganizing Departmental Units during an academic year.

B. Roles and Responsibilities

While the DC's perform some administrative functions such as scheduling and evaluating adjunct instructors in general, the role of the DC is not intended to be administrative in nature. Official decisions are made by the academic dean in consultation with faculty and the DC, but DCs have no official authority or control over other full-time faculty. However, it is expected that faculty members communicate regularly with DC's and cooperate with the DCs efforts to facilitate departmental operations with regard to the list of responsibilities listed below. All parties should operate with the understanding that DC's serve to assist faculty in the interest of departmental efficiency and effective collaboration with the academic dean. Specific DC responsibilities are as follows:

1. Scheduling
 - Gather and organize input from all members of the Departmental Unit and draft tentative schedules, following the guidelines listed in Polk State College Procedure 1024, in collaboration with academic deans.
2. Communication
 - a. Serve as the emergency point of contact for adjunct instructors.
 - b. Communicate regularly with DCs from the same and related Departmental Units and meet as needed with faculty and academic deans. The DC will advocate on behalf of faculty members in all matters associated with DC roles and responsibilities.
3. Adjunct Instructors

- a. Identify and recommend qualified and competent adjunct instructors for hire by the academic dean and recommend mentors to be assigned to new full-time instructors and adjuncts by the academic dean.
 - b. Perform observations and formal evaluations of adjunct instructors. Observations and evaluations are to be conducted as often as dictated by Polk State College Procedure 6021. Academic deans are to perform observations and evaluations of adjunct instructors when necessary or appropriate. For example, DCs should not serve as mentors unless necessary, in which case the academic dean would perform observations and evaluations for adjunct instructors mentored by the DC.
4. Textbooks
- Gather and organize textbook and course material information for ordering each semester from faculty to assure timely approval and submission. Coordinate Departmental Unit book selection and distribute supplemental textbook materials to faculty and adjuncts.

C. Elections

1. Nominations

- a. Nominations are to be solicited by the academic dean or designee any time a vacancy occurs, when a vacancy or term expiration is anticipated, or when a new departmental unit is created or when departmental units are reorganized. Nominations should be solicited during a spring or fall semester to ensure maximum participation by faculty members.
- b. Self-nomination is permitted.
- c. Full-time faculty members are eligible for nomination after 12 months of full-time instruction in the Departmental Unit with the vacancy. If no eligible faculty members are nominated, faculty with less than 12 months experience may be nominated.
- d. If no nominations are submitted, then the position shall remain vacant until the next time nominations are solicited.

2. Elections

- a. All full-time regular faculty members who would be represented by the nominee are eligible to vote for his or her acceptance.
- b. If more than one nomination is submitted, an election is conducted by secret ballot before (or shortly after) the end of the current DC's term. If the position is vacated before the end of the DC's term, the election shall be held within 45 days of the vacancy.

3. Term of Service

- a. The term of service for each DC position is three academic years (Terms I, II, and III constitute one academic year). The term begins on the first day of the fall semester, contingent on satisfactory annual evaluations conducted by the academic dean.
- b. A DC can be re-elected after an expired term.
- c. A DC has the right to resign at any time.
- d. If at any time a DC's duties are not being performed satisfactorily, as determined by the department and/or academic dean, the DC may be removed from that position by the department and/or academic dean. Once concerns are brought forward, the academic dean is encouraged to address performance issues with the DC before taking administrative action. Any DC removed from that position shall be entitled to any prorated compensation due for the balance of the semester and shall not be eligible to seek immediate reelection as DC.

- e. When a vacant position is filled before the end of an academic year, the new DC's term is a full three years in addition to the remainder of the academic year of the vacancy during which the position was filled.

D. Compensation

1. Determination of workload
 - a. The relative workload of each DC is to be measured by adding the total number of sections run during the most recent three semesters (spring, summer, and fall) for all courses for which the DC is responsible.
 - b. If the workload of a DC changes during a term of service due to a change in the number of sections in the Departmental Unit, the DC may submit a request for adjusted compensation to the academic dean before the start of the next term of service for implementation at the start of the next fall term.
2. Workload-based compensation
 - a. Compensation is to be based on relative workload, in the form of academic accounting points, according on the following scale based on the number of sections in the Departmental Unit per year (Terms I, II, and III):

i.	1 – 50 sections	=	6 points
ii.	51 – 100 sections	=	12 points
iii.	101 – 150 sections	=	18 points
iv.	151 – 200 sections	=	24 points
v.	201 – 250 sections	=	30 points
vi.	Each additional 50 sections	=	+6 points

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<i>D. S.</i>	6/7/17	<i>D. S.</i>	6/7/17
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
<i>Eileen Holden</i>			6/7/17
President's Approval			Date