

Procedure: 4.1.8p

Instructional Staff Work Assignments

Revised: April 30, 2025; May 7, 2018; January 18, 2018; October 29, 2014; May 2, 2014; and June 3, 2010
Last Reviewed: April 30, 2025
Adopted: September 1, 1988



I. PURPOSE:

Each Technical College shall develop institutional teaching workload and overload compensation guidelines within the parameters of this procedure; applicable state and federal laws, rules, and regulations on compensation and employee benefits; and all standards set forth by accrediting bodies. Any subsequent exceptions to the established guidelines may only be approved by the Technical College president or their designee and documented and explained. NOTE: neither this procedure nor any college guidelines shall create an employment contract between an employee and their employing Technical College or the Technical College System of Georgia.

II. RELATED AUTHORITY:

Office of Planning and Budget (OPB) Policy Governing Working Hours, Payment of Overtime, and the Granting of Compensatory Time
Patient Protection and Affordable Care Act
Fair Labor Standards Act of 1938, as amended
TCSG State Board Policy 4.1.8 - Instructional Staff Work Assignments

III. APPLICABILITY:

All work units and Technical Colleges are associated with the Technical College System of Georgia.

IV. DEFINITIONS:

Adult Education Teacher: full- or part-time employee who teaches adult education for a Technical College. Teachers who are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and not subject to the accompanying salary basis test.

Continuing Education/Economic Development Instructor: full- or part-time employee who teaches non-credit courses for continuing education or in conjunction with the Economic Development Division of a Technical College. Instructors are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and not subject to the accompanying salary basis test.

Faculty, Adjunct: a part-time or temporary, time-limited appointment. Professional credentials required for appointments as full-time faculty will also be required in this

capacity in the same academic program. Employment encompasses a single academic term, and related terms and conditions are outlined in a memorandum or letter of appointment.

Faculty, Full-time: employees who teach credit courses for a Technical College and work forty (40) or more hours per week for a pre-determined period between nine (9) and twelve (12) months each academic year. Faculty are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and not subject to the accompanying salary basis test.

Podium Time: the elapsed time spent by an instructor or clock time spent in class from a faculty perspective - generally used in individualized instruction classes with students from multiple classes sitting together simultaneously. Podium time is not multiplied by the number of classes run simultaneously.

Preparatory Time: the time spent by part-time instructional staff on related tasks outside the classroom, including but not limited to preparing for class, setting up labs, grading papers, answering student questions, assessing student performance, and developing tests or other materials for class. Office hours and attendance at required meetings are excluded from this time.

V. ATTACHMENTS: N/A

VI. PROCEDURE:

A. Staffing Guidelines:

- a. Technical Colleges will employ sufficiently qualified individuals to train and educate students in various certificate, diploma, and degree programs and in a course(s) associated with adult education and continuing education. An employee may be employed in a full- or part-time instructional/teaching capacity. **NOTE:** All full-time faculty members shall work a minimum of forty (40) hours each week. Incorporated in the hours worked standard are classroom, lab, clinical, or online instruction; student advisement; holding office hours; class preparation time; committee assignments; and any other duties and responsibilities supporting the college mission and the needs of its students.
- b. Adjunct faculty and part-time instructional staff may work up to twenty-nine (29) contact hours or Workload Units (WLUs) per week. Should an unforeseen staffing shortage occur during the semester, an employee may work 30 workload units/hours or more per week with prior written approval from the college president, provided the average workload units/hours are less than 30 per week during the annual measurement period. Hours worked will be determined based on the established equivalency formula for the type of class scheduled according to the following categories:
- c. Lecture classes: for these courses, one contact hour equals 2.25 WLUs.
- d. Clinical, internship, and practicum courses primarily associated with health programs but also in some technical programs: these courses require no preparatory time; therefore, one contact hour equals one WLU.
- e. Regular lab classes, other lab classes, and any course considered individualized instruction: for these courses, one contact hour

equals 1.25 WLUs.

- f. CTDL 1021, CTDL 1031, CTDL1050, AND CTDL1060: for these courses, one contact hour equals one WLU.
- g. Adult Education classes: preparatory time for these courses will be included in hours worked recorded on timesheet records.
- h. Continuing Education classes: preparatory time for non-credit courses will be recorded on time sheet records. **NOTE:** For any continuing education course taught by adjunct faculty, the preparatory hours will be recorded on timesheet records. These hours will be combined with any workload units/hours worked for credit classes to determine health insurance eligibility under the Affordable Care Act.

B. Teaching Assignments

Faculty may be assigned to teach credit and/or non-credit courses in their area(s) of expertise as part of their primary teaching load. Assigned courses may be taught during the day, evenings, on weekends, or in an online or clinical environment. Teaching assignments may include teaching at one or more campus/site locations or any combination thereof and may include a combination of face-to-face and online instructional delivery methods. In addition, faculty may be assigned to any campus/site based on the business needs of the college.

C. Teaching Loads

In assigning teaching loads, Technical Colleges may consider the following productivity parameters: the type of class (lecture, lab, clinical, internship, etc.); accreditation standards; number and type of preparation; advisement load; section or class size; time and location of class(es); budgetary considerations; the assigned number of credit hours; overall annual teaching load; type of appointment/employment (full-time salaried, part-time salaried, or adjunct faculty); and, other documented and consistently administered/approved considerations.

D. Office Hours and Other Assigned Duties and Responsibilities

- a. To allow students to meet with faculty for advisement purposes and assistance with coursework, all full-time faculty members shall establish and maintain a schedule of office hours that meets (or exceeds) college requirements.
- b. Each full-time faculty member shall notify their students of these office hours and shall post their office hours in a readily available and easily accessed by their students.
- c. Full-time faculty may also be responsible for curriculum development, committee assignments, and other instructional-related duties and responsibilities as assigned.

VII. RECORD RETENTION:

All records associated with instructional staff work assignments (e.g., faculty workload) shall be maintained for three (3) years.