

FACULTY LOAD POLICY

The normal load for 9-month full-time faculty, 10-month department chairs and 10.5-month division directors is 30 workload equated hours per academic year; for 10.5-month full-time faculty it is 34.5 workload equated hours per academic year; and for 12-month full-time faculty it is 39 workload equated hours per academic year. The minimum class size for credit classes to remain on the schedule at Temple College is fifteen students unless there is special approval from the Vice President, Academic Affairs. The minimum class size for class sections taught for dual credit at an ISD location to remain on the schedule at Temple College is eighteen students unless there is special approval from the Vice President, Academic Affairs.

Loads shall be figured in the following manner:

1. 1 lecture hour = 1 equated hour
2. 1 lab hour = 2/3 equated hour
3. External Learning Experiences
 - a. Faculty Present 100% of the Time
 - i. Clinical - 1 clinical hour = 2/3 equated hour
 - b. Faculty Present Less than 100% of the Time
 - i. Internship - 0.15 equated hour per student enrolled
 - ii. Practicum - 0.15 equated hour per student enrolled
 - iii. Cooperative Education - 0.15 equated hour per student enrolled plus 1 hour of lecture per week
4. When classes are taught concurrently (two or more separate course offerings taught in the same class period by the same instructor), a combined enrollment in the concurrent offerings of at least 15 students will be paid as one course load.

If the combined enrollment in the concurrent offerings is less than 15 students the course load will be calculated by dividing the number of students in the two courses by 15 to determine the load percentage. (Example: 14 students = 94%, 13 students = 87%, 12 students = 80%, 11 students = 74%, etc.)

5. Courses that involve public performances by students will be counted at one hour equals one equated hour. These courses are major ensembles in music, theater activities, forensic activities (debate), and intercollegiate athletics.
6. Music loads shall be determined by adding academic courses, major ensembles, minor ensembles, and applied music in that order. Applied music is always equated at 2/3 (lecture, as well as lab).

Subject: Faculty Load Policy

Board Policy Reference: DJ LOCAL Assignment, Work Load, and Schedules

DISTANCE EDUCATION

Class size for online classes will normally be set to a maximum class size of 25 - 30 students. This number includes Digital Higher Education Consortium of Texas (DIGITEX) students.

Exceptions to exceeding the class limit of 30 students may be made at the discretion of the instructor and/or department chair/division director. Minimum class size will follow the same practice as used for on campus classes.