

INSTRUCTIONAL ASSIGNMENTS

The Class Schedule constitutes the primary duty assignment for teaching faculty at the College. Following are guidelines that should be followed:

1. Faculty members will meet their classes for the required number of contact hours per week as prescribed by the Texas Higher Education Coordinating Board.
2. Faculty members who must miss classes for legitimate reasons are required to make proper arrangements with the department chair, who in turn reports the absence to the division director.
3. Faculty members are expected to supervise their own laboratories unless previous arrangements are made for authorized supervision.
4. Faculty members may be assigned online, hybrid, interactive video, evening, or out-of-district classes.
5. When an overload is involved, the Part-Time/Overload Schedule will apply.
6. A full-time faculty member will not ordinarily be scheduled to teach more than one section in the evening in any given semester. In those cases where two sections are assigned (e.g., filling out contract load, no other qualified teacher available, request of the instructor, etc.), efforts will be made to schedule the classes so that they meet only two nights a week.
7. Faculty members should be allowed to teach courses at various levels for which they are qualified within their departments.

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