COLLEGE OF MICRONESIA-FSM

BOARD POLICY NO. 6026

Faculty Workload Policy

Date Adopted: 01 April 1992

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Reference: Policy 002, 13 May 2013 Personnel Policy and Procedure Manual

Faculty Workload Policy

1. The full-time instructional faculty workload includes instruction, service to students, service to the college and community, and professional development. Full-time instructional faculty at the College of Micronesia-FSM is subject to the following guidelines while on duty described in the course outline (as defined in the compensation policy). A full-time faculty workload includes:

   A. Teaching 12 to 15 contact hours per week with one to four preparations
   B. Teaching classes in accordance with student learning outcomes of the course as described in the course outline
   C. Maintaining accurate records of student attendance and student learning outcomes/grades, in accordance with COM-FSM regulations
   D. Submitting records to the campus Instructional Coordinator (IC) Chairperson after the end of the semester/session
   E. Keeping at least 5 office hours per week
   F. Participating in one standing committee or providing alternative services to the college and community, as specified in Administrative Procedure No. 2200 and 6026; may be asked to participate in ad hoc committees
   G. Advising students
   H. Participating in special college functions such as graduation, campus and system-wide college meetings
   I. Participating in division activities and faculty meetings, that includes meetings, curriculum development and developing procedures for improving teaching pedagogies.
   J. Participating in assessment activities
   K. Participating in professional development activities
   L. Attending to additional needs of the college or the community as agreed upon by the faculty member in consultation with their supervisor.

2. **Under load:** An under load occurs when a faculty member's load is less than 12 contact hours due to cancellation of classes or insufficient enrollment. In the event of an under load, the respective administrative office through the Instructional Coordinator and in consultation with the faculty member is to determine an equivalent alternative work assignment. The work assignment shall equate to a course load to compensate for the underload.

3. **Overload:** When a faculty member's load is more than 15 contact hours, the additional course or section is considered an over load. After the Instructional Coordinator determines that a course or another section must be taught and assigns to a faculty member in addition to his/her full teaching load, an overload agreement is to be made after the core arrangement has been approved by the vice Vice President for Instructional Affairs. Each contact hour above the 15 contact hours will be considered an overload. The faculty member has the right to refuse an overload and the decision will not affect the instructor's status.

   The faculty member is to be compensated above the amount of the regular salary. Compensation for the overload is to be computed at the current temporary instructor's rate and paid during the semester in which the overload occurs. Only faculty members with a satisfactory performance evaluation rating and those who have completed the one (1) year probationary period can teach an overload. The President or designee must approve exceptions. The overload rate for more than 4 preparations per semester within his/her required teaching load of 15 contact hours is to be compensated for each contact hour of the course requiring additional preparation. (A faculty member is to be compensated for each contact hour of the course requiring the fifth preparation).

   The faculty member is to be compensated for each occasion when the College is transitioning to a new Learning Management System (LMS). This compensation is to be computed based on the number of courses the faculty member will be teaching for the semester the transition is to be in effect.

4. **Equitable Workload:** Instructors may initiate the grievance procedure if they believe their workload was not equitably assigned and their request for review was not satisfactorily resolved.

5. **Application:** This policy applies to full-time instructional faculty on a regular contract with the college.

6. **Condition:** The total number of students in an instructor's ESL writing class and/or English composition may not exceed 80 students unless mutual written consent is obtained. For a class to be designated ESL writing or English composition, written work must be the primary mode for evaluating student's performance and a minimum of 4,000 words must be written each semester.

7. **Assignment of Hours:** The college reserves the right to assign day and evening instructional hours.

8. **Office Hours:** Instructors are to include their office hours in the course syllabi, post it and announce the hours (in class) at the beginning of the semester. If the scheduled hours conflict with a student's class schedule, the instructor is to arrange for a special appointment.

9. **Class Size**: The Vice President for Instructional Affairs, in consultation with Instructional Coordinators a the National Campus or at the State Campuses will determine maximum class size in reference to benchmark (when available). A "large class size" is needed to be defined in terms of numerical range as based on faculty to student ratio for effective course learning outcomes.

10. **Instructional Equivalencies:** The following are guidelines for determining workload equivalencies. It is recognized that all possible situations and activities may not be included. Faculty and administrators are to negotiate activities not included. Workload equivalency across the College is needed to be defined in terms in order to keep course load for faculty members to be logical and practical not to overwhelm some faculty members with too many overloads while some faculty members are underloaded per semester, whether in face-to-face course on online courses.

11. **Program Supervisor:** If a faculty member is required to supervise a specialized program, alternative assignment contact hours is to be awarded. A program supervisor may be awarded three or more contact hours per semester.

12. **Administrative Responsibilities:** A reduced teaching load may be granted for extraordinary formal academic advising or significant administrative responsibilities (temporary) relating to the institution as a whole, e.g. president of the staff senate. The total of such deductions will normally be three contact hours per semester.

13. **Independent Study:** Faculty conducting independent study is to be awarded one (1) contact hour per course.

14. **Supervision of Student Teaching or Student Interns:** Faculty supervising student teachers or student interns is to be awarded three contact hours for each 4 to 5 students supervised with consideration given to the distance traveled.

15. C**reation of New Programs:** Faculty who are involved as developers of new programs as part of his/her core workload or an approved overload are to be granted workload credit for such activity. Faculty will normally be awarded three to six contact hours per semester.

See Administrative Procedure 6026.