I. CLASS ASSIGNMENT & TEACHING LOAD

A. The schedule and teaching assignments for each semester are developed by the academic deans, in cooperation with faculty members of that department. Each semester the Vice President for Academic Affairs receives from the department heads an assignment of duties to each faculty member. The equated teaching load should average fifteen (15) credit hours per semester or the equivalent.

B. The equated teaching load is determined by taking one-half the sum of the actual credit hour assignment and the actual contact hours for that assignment.

   \[ \text{Equated load} = \frac{1}{2} (\text{credit hours} + \text{contact hours}) \]

C. It is the practice of the college to arrive at an equated fifteen (15) credit hour load each semester for each full-time faculty member. Normally, a scheduled equated load in excess of fifteen (15) equated hours is not permitted.

D. Eligibility for extra compensation for equated hours in excess of the average fifteen (15) hour load per semester is compensated in four equal payments throughout the semester (Feb-May for the Spring semester and Sep-Dec for the Fall semester). The Vice President for Academic Affairs may make an exception to 15 hours. Faculty teaching an underload in the Fall semester will be required to reimburse any additional hours paid if their academic year teaching hours do not equate to 30. The faculty member shall be limited to teaching no more than two additional courses per semester for extra pay.

E. Faculty load shall not exceed forty-two (42) credit hours per academic year. At the time a decision is made to pay extra compensation, a written agreement showing the amount of compensation and projected date(s) of payment will be completed.

F. The rates for determining extra compensation amounts are as follows:

   1. Instructor rank \( \text{$550 per semester hour} \)
   2. Assistant Professor rank \( \text{$600 per semester hour} \)
   3. Associate Professor rank \( \text{$650 per semester hour} \)
   4. Professor rank \( \text{$700 per semester hour} \)

   NOTE: These rates became effective fiscal year 2006-2007.
II. SUMMER SCHOOL ASSIGNMENTS

A. Faculty members are employed on an academic year basis without obligation for or guarantee of summer school employment.

B. Faculty who wish to teach during the summer sessions of the college will be given an opportunity to request such employment during the early part of the spring semester.

C. Questions concerning summer assignments should be directed to the appropriate Dean.

D. Method of Selection for Summer Assignments.
   1. Once the summer schedule is formulated, the appropriate Dean provides each faculty member the opportunity to request employment for the summer.
   2. When scheduling summer courses, the Deans, in consultation with appropriate curriculum chairs/directors, shall determine faculty assignments after considering the WMHAs (course developers/maintainers), load, seniority and rank, online teaching experience, evaluations, administrative responsibilities, and training. A majority vote of the deans is required to assign summer courses to faculty.
   3. If no one from within the department can cover a scheduled class, it may be staffed by a qualified staff/faculty member from another department area or by a qualified adjunct faculty member.

E. Compensation
   1. Regular academic year faculty personnel who serve the institution as teaching faculty during intersessions and summer school. Faculty in this category shall be compensated at the rate of 1/32 of their academic year salary per semester hour of teaching load. The maximum summer and intersession pay may not exceed 25 percent of the preceding year salary; however, except as needs are determined by the Vice President for Academic Affairs, a faculty member may teach and be compensated for nine semester hours for the summer term. Such need shall be based on curricular needs of students and appropriately documented.
   2. Regular academic year faculty who serve under sponsored contracts for research and other professional services between academic years. Compensation in this category shall not exceed the rate equivalent to one-ninth per month of the preceding academic year salary. If the faculty member works on a part-time basis on a sponsored contract project, the pay should be adjusted accordingly.
   3. Faculty on a 12 month contract will teach and be paid based on their contractual agreement with the institution.

F. Part-time faculty
   The level of compensation for faculty in this category should follow the schedule set forth in TBR Guideline P-050, Part-Time Faculty Compensation.