

I. Overview

The purpose of this procedure is to identify the full-time faculty teaching load at the University of Arkansas Community College at Batesville. A full-time faculty role encompasses the general areas of teaching/learning support, professional development, and institutional and community service. Primary responsibilities are to plan, develop and teach courses within the curriculum in a manner that promotes and encourages student learning.

II. Practice

1. Full-time faculty appointments require a full commitment of working time and effort. The primary teaching load for full-time faculty is the equivalent of 15 academic term credit hours of instruction.
2. Full-time faculty must be available to perform other professional duties including new student orientation, spring and fall academic term campus wide professional development activities, other professional development activities as deemed necessary, commencement, committee assignments, assessment, curriculum development, business/industry outreach and other responsibilities as assigned.
3. Full-time faculty, regardless of appointment period length, are required to maintain 10 student hours each week. Student hours will be maintained at least four days per week.
4. Full-time faculty are required to submit academic term teaching schedules and syllabi to their Academic Dean, and the appropriate designee within the office of the Vice Chancellor for Academic Affairs prior to the start of the academic term.
5. A full-time faculty may accept a teaching overload beyond the standard teaching load as long as the overload does not interfere or conflict with the primary assignment or appointment length/stated hours of work.

III. Clarifying Points

1. Faculty who are employed on a 9-month appointment period adhere to the "9-Month Faculty Calendar" while faculty who are employed on a 12-month appointment period adhere to the college's business hour schedule (Monday through Friday, 8:00 am to 5:00 pm).
2. Faculty are expected to post their schedule on their office doors prior to the start of each academic term and must include a minimum of 10 student hours per week.
3. Full-time faculty primary teaching load may include a combination of day, online, and evening classes as determined by the needs of the College.
4. The maximum overload for full-time faculty per academic term is the equivalent of six academic term credit hours.
5. Faculty who will be late or absent should contact their Academic Dean, or the Academic Dean's designee, as soon as possible before a scheduled class to arrange for alternate plans.
 - a. Cancelling a class should be the last option.
 - b. Failure to inform a supervisor may result in denial of leave-pay benefits and may result in disciplinary action.
6. Permission to teach an overload is at the discretion of the faculty member's Academic Dean and

the Vice Chancellor for Academic Affairs and requires close supervision to ensure quality of instruction.

- a. For fall and spring academic term overloads, full-time faculty will be compensated at the current adjunct pay rate (see Procedure 406.2.1, Hiring and Compensation Procedure for Adjunct Faculty).
7. To facilitate increased student engagement, faculty are encouraged to attend a minimum of two student-focused campus activities per academic year. Examples include, but are not limited to, student awards night, program pinning ceremonies, performing arts series performances, public student performances (poetry readings, dance, choral performances, et cetera), Sunday Study Stop, and other organized student activities (movie nights, paddle battle, flag football, et cetera).
8. Full-time faculty must adhere to additional requirements and clarifications found in their annual appointment letter.

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