


PROCEDURE MANUAL

 <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> <h2 style="margin: 0;">ARIZONA WESTERN COLLEGE</h2> </div>		PROCEDURE 601.1	
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		Last Revision Date: 09-06-2018	
Effective Date: 10-25-95		Subject: Instructional Faculty Teaching Load	
Section: Instructional			

PURPOSE

To provide information pertaining to the teaching load for full-time and adjunct faculty.


PROCEDURE

1. Faculty Load Standards
 - 1.1 Equated Load
 - 1.1.1 Weekly hours accountable 30
 - 1.1.2 Equated hours for teaching load 30
 - 1.1.3 Duty days required 142

2. Faculty Teaching
 - 2.1 Learning Equated Load
 - 2.1.1 Lecture 1 hour = 1 load hour
 - 2.1.2 Lab 1 hour = .85 load hour
 - 2.1.3 Clinical 1 hour = .75 (last hour 1:1)
 - 2.1.4 Field Experience 1 hour = .75 load hour
 - 2.1.5 Field Trips Separate field trip course
1 hour = 1 load hour
Minimum enrollment of 12 students. If part of another course, no additional load.
 - 2.1.6 Interactive Television and Online/Internet courses .25 additional load for each course equated load hour.
 - 2.1.7 Open Entry/Open Exit courses 1 hour = .75 load hour.
 - 2.1.8 Independent Study .2 load hours per student
(3 credit hours per semester maximum in this modality)
 - 2.1.9 Voice/Instrumental 1 credit = .35 load hours per student
2 credits = .70 load hours per student
 - 2.1.10 Individual Personal Fitness .70 load hours per student
 - 2.1.11 Directing a Play 3 load hours
 - 2.1.12 Directing a choir 1 load hour

3. Enrollment and Credit

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- 3.1 Minimum class size

12 (at the end of Add/Drop)-
Yuma campus; 8 –
Parker/Quartzite
- 3.2 Under-enrolled classes

If the class is not cancelled, approved proration is based on the ratio of number enrolled divided by minimum class size. Petitions for full-time rate need to be approved by the Vice President for Learning Services.
- 3.3 Maximum enrollments

For classes over 35 students award .1 load per student for each additional student.
- 3.4 Below equated load


If classes are cancelled due to low enrollment and the full-time faculty member is below the load standards, additional duties may be assigned by direct supervisor.
- 4. Faculty Overloads

 - 4.1 Maximum individual teaching load will be determined by the faculty member’s direct supervisor.
- 5. Adjunct Faculty Classifications

 - 5.1 Full-time AWC employees who also work as adjunct faculty. These individuals are employed full-time in non-teaching assignments at AWC and also serve as adjunct faculty.
 - 5.2 Part-time AWC employees who also work as adjunct faculty.
 - 5.3 Adjunct faculty who are not otherwise employed by AWC.
- 6. Adjunct Faculty Teaching Load

Pursuant to Arizona state law, adjunct faculty members are employed by the College on an “at will” basis. Decisions regarding employment to teach during any particular semester are typically based on need, enrollments, and area of specialization. The College reserves the right to base decisions on other factors which may or may not be shared with the adjunct

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faculty member. Employment is on a semester-by-semester basis and there is no guarantee of continued assignment.

6.1 Part-time AWC employees (working on an hourly timecard) who teach courses are limited to a total number of 19 clock hours per week. The total hours on the timecard and the course assignment cannot exceed 19 hours during any one-week period.

6.2 Adjunct faculty who do not work in any other capacity for Arizona Western College are restricted to teaching 9 to 12 classroom contact hours per week per semester (fall, spring and summer). This procedure may be altered at the recommendation of the Division Chair and the approval of the Vice President for Learning Services.

7. Division Chairs/Deans/Directors/Coordinators are responsible for verifying classroom contact hour limits for adjunct faculty teaching before requesting additions or changes to the schedules.

7.1 In non-credit courses where clock hours are used instead of equated load, no adjunct faculty person or part-time instructor can work more than 19 clock hours per week for 20 or more weeks in a fiscal year.

7.2 Exceptions to the above procedures require the approval of the Vice President of Learning Services or designee.