

# PROCEDURE MANUAL

## PROCEDURE 601.1



**ARIZONA  
WESTERN  
COLLEGE**

Page 1 of 3

**Last Revision Date:** 06-24-2024  
03-28-2022;  
12-01-2020;  
09-06-2018;  
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**Last Review Date:** 07-02-2024  
06-24-2024;  
03-28-2022

**Section:**

Instructional

**Subject:**

Instructional Faculty Teaching Load


### PURPOSE

Provide information pertaining to the teaching load for full-time and adjunct instruction that align with institutional priorities and the organization.

### PROCEDURE


1. Faculty Load Standards
  - 1.1 Equated Load
  - 1.2 Weekly hours accountable - 33
2. Equated load per semester - 15
3. Duty days required annually 142- 147 depending on the calendar year, and in alignment with the Academic Calendar
4. Faculty Teaching Learning
  - 4.1 Equated Load (Eq. Ld.)
  - 4.2 Lecture & Field Trips 1 hour = 1 eq. ld. hour
  - 4.3 Lab/Recitation 1 hour = .90 eq. ld. hour
  - 4.4 Clinical 1 hour = .75 eq. ld. hour (last hour 1:1)
  - 4.5 Field Experience 1 hour = .75 eq. ld. hour
  - 4.6 Individual Personal Fitness .70 eq. ld. hour per student
5. Equated Load calculation
  - 5.1 The equated load for classes involving 1-4 students, will be classified as independent study and is determined by multiplying 0.375 by the equated load of the course subject to approval by the dean, associate dean, or Vice President/Cabinet Member.
  - 5.2 Equated load of classes with 5-11 students will be prorated and adjusted proportionally based on the number of students within this range subject to approval by the dean, associate dean, or Vice President/Cabinet Member

# PROCEDURE MANUAL

		PROCEDURE 601.1
		Page 2 of 3
		<b>Last Revision Date:</b> 06-24-2024 03-28-2022; 12-01-2020; 09-06-2018; 10-25-1995
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- 5.3 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 and approved by respective Cabinet Member/Vice President.
6. Faculty Release Hours Approved by the respective Supervisor.
7. Enrollment and Credit
- 7.1 The minimum class size at the end of Add/Drop is 12 seats District wide, with the La Paz based campus locations and Wellton Manufacturing Center minimum class size at 8 seats.
  - 7.2 Under-enrolled classes: If the class is not canceled, approved proration is based on the ratio of the number enrolled divided by the minimum class size. Petitions for full-time rates need to be approved by the respective Cabinet Member/Vice President.
  - 7.3 Maximum enrollments for classes over 35 students award .1 load per student for each additional student.
8. Faculty Load Updates
- 8.1 It is the responsibility of the Dean/Associate Dean/Director/Coordinator to ensure load sheets are updated accordingly immediately after the add/drop period. Loads will be updated to reflect the enrollment as of the last day of the add/drop period.
  - 8.2 Compensation pay for updated load will be reflected in the following pay period.
9. Faculty Overloads
- 9.1 The maximum equated load is 24 for full-time faculty based upon departmental need, and approval of direct supervisor.
    - 9.1.1. Equated load maximums include: 8 for adjunct faculty; 6 for Professional/Administrative employees; 0 for Classified employees.
    - 9.1.2. Part-time employees who work as adjunct faculty cannot work more than 19.50 hours combined without Human Resources Designee approval in addition to direct supervisor and respective Cabinet Member/Vice President approval.
  - 9.2 Equated load of 25 and above requires the faculty member's direct supervisor approval.

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		PROCEDURE 601.1
		Page 3 of 3
		<b>Last Revision Date:</b> 06-24-2024 03-28-2022; 12-01-2020; 09-06-2018; 10-25-1995
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- 9.3 Equated load of 7 and above requires the Professional/Administrative employee’s direct supervisor and respective Cabinet Member/Vice President’s approval.
- 9.4 Equated load of 9 and above for adjunct faculty requires Human Resources Designee approval in addition to direct supervisor and respective Cabinet Member/Vice President approval.
  
- 10. 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 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 faculty member. Employment is on a semester-by-semester basis and there is no guarantee of continued assignment.
  - 10.1 Part-time AWC employees (working on an hourly timecard) who teach courses are limited to a total number of 19.50 clock hours per week. The total hours on the timecard and the course assignment cannot exceed 19.50 hours during any single-week period.
  - 10.2 Adjunct faculty who do not work in any other capacity for Arizona Western College are restricted to teaching 8 Equated Load per semester (fall, spring and summer). This procedure may be altered for a specified amount of time at the recommendation of the direct supervisor and the approval of Human Resources Designee and the respective Cabinet Member/Vice President.
  
- 11. Supervisors are responsible for verifying classroom contact hours for teaching before requesting additions or changes to the schedules.
  - 11.1 In non-credit courses where hours are used instead of equated load, adjunct faculty or part-time instructors may only work up to 19.50 hours per week.
  - 11.2 The limits may be altered for a specified amount of time at the recommendation of the direct supervisor and the approval of Human Resources Designee and the respective Cabinet Member/Vice President.
  
- 12. Exceptions to this procedure require the approval of the respective Cabinet Member/Vice President and a Human Recourses designee.