


PROCEDURE MANUAL

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		Last Revision Date: 03-11-2025; 11-14-2024; 06-24-2024; 03-28-2022; 12-01-2020; 09-06-2018; 10-25-1995
		Effective Date: 10-25-1995
		Last Review Date: 03-11-2025; 11-14-2024; 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 (Reference Procedure 601.2)
2. Equated load required in person per semester – 15
3. Faculty reporting period will be aligned 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, may be classified as independent study and is subject to approval by the Dean, Associate Dean, or Vice President/Cabinet Member. The total load is determined by multiplying 0.375 by the course equated load.
 - 5.2. Equated load of classes with 5-11 students may be prorated and adjusted proportionally based on the number of students within this range and is subject to approval by the Dean, Associate Dean, or Vice President/Cabinet Member.
 - 5.3. Below equated load: If classes are cancelled due to low enrollment and the full-time faculty member is below the load standards, and if additional courses are not reassigned to meet


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minimum load requirements, additional duties may be assigned by direct supervisor, approved by respective Vice President/Cabinet Member and Human Resources designee.

6. Faculty Release Hours will be reviewed by the appropriate supervisor, approved by the respective Vice President/Cabinet Member and Human Resources designee.
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 Vice President/Cabinet Member.
 - 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 and 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 for the updated load will be reflected in the following pay period.
9. Faculty Load and Overload
 - 9.1. Full-time Faculty: 15 equated load minimum per semester. An additional 9 equated load may be approved by the direct supervisor and is based upon student and/or institutional need. The maximum total equated load is 24.
 - 9.2. Head Coach/Faculty: 6 equated load minimum per semester. An additional 6 equated load may be approved by the direct supervisor and is based upon student and/or institutional need. The maximum total equated load is 12.
 - 9.3. Professional/Administrative: The maximum total equated load is 6 per semester (Fall, Spring, Summer).

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9.4. Exceeding maximum total equated load limit requires approval by the direct supervisor, respective Vice President/Cabinet Member, Human Resources designee, and is based upon student and/or institutional need.

10. Adjunct or Part-time 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 Adjunct Faculty: The maximum total equated load is 8 per semester (Fall, Spring, Summer).

10.2 Part-time hourly faculty working on a timecard, are limited to a total number of 19.50 clock hours per work week.

10.3 Non-credit Part-time hourly instructors are limited to a total of 19.50 clock hours per work week.

10.4 Supervisors are responsible for verifying classroom contact hours and other clock times for part-time hourly faculty or instructors to ensure that part-time hourly faculty or instructors stay within the 19.50 clock hours per work week.

10.5 Exceeding maximum total equated load limit or maximum clock hours requires approval by the direct supervisor, respective Vice President/Cabinet Member, Human Resources designee, and is based upon student and/or institutional need.

11 Classified employees whose primary designation is not listed as a faculty member are not eligible to teach or provide instruction for the institution.

12 Exceptions to this procedure require the approval of the respective Vice President/Cabinet Member and the Human Recourses designee.