

McLennan Community College

POLICIES AND PROCEDURES

Reference:	F-III-e	Effective Date:	09/29/2020
Subject:	Teaching Loads for Instructional Personnel		
Source:	Vice President, Instruction and Student Engagement		
Approval Authority:	President	Approval Date:	09/29/2020
History:	Previously effective 3/31/2014, replaced policy dated 9/11/2012		
Remarks:			

The annual teaching load for a full-time faculty member is 30 load hours, normally satisfied by teaching 15 load hours each long semester (fall and spring). Deans may recommend reduced teaching loads for faculty members with administrative or major non-teaching assignments to the Vice-President, Instruction and Student Engagement (VPISE) for his approval.

Assignment of specific teaching responsibilities remains the responsibility of each Division Chair. This includes course/section assignments, specific time of class offering, and delivery method, whether it is face-to-face, online, or blended. While individual faculty may request specific teaching assignments, the final scheduling decision rests with the Division Chair. Criteria for these decisions will include meeting student and division demands for course offerings and insuring the best possible learning environment for the College.

On occasion, there may be a need for faculty to teach a full semester(s) schedule of classes fully online. These requests will be decided based upon the same criteria listed above and should not be considered a normal ongoing process. Individual requests to teach a full-time online load will require support of the Division Chair and Dean, with final approval coming from the VPISE. Consideration will be given based on the following:

- a. the request is in the best interests of student success and the department, division and College,
- b. the faculty member has demonstrated that he/she is trained and can teach fully online,
- c. the faculty member has a valid plan to keep up his/her other responsibilities,
- d. the request does not involve any additional cost to the College or to students, and
- e. the faculty will provide proof from HR if the stated rationale is based on a medical condition.

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Faculty members approved to teach a fully online load from a location other than the MCC campus will be given appropriate duties to offset their absence from campus and may be requested to vacate their campus office for that period of time.

Faculty members requesting consideration to teach a full load of online courses should submit their request in writing through appropriate administrative channels to the VPISE a semester in advance, allowing time for consideration as the semester and yearly schedule of classes are being developed. The request should include specifics including:

- a. the reason behind the request and how it will benefit student success,
- b. the proposed dates for the request,
- c. the proposed location during the assignment,
- d. proposed length of the assignment, and
- e. negotiated responsibilities during the off-campus assignment.

The instructional administrators will also address the benefit to the department, division, and College as well as overall faculty teaching loads and student demand. The final approval will be made by the VPISE.