



IMPORTANT! COMPLETED FORM IS DUE BY NOVEMBER 4, 2011.

PLEASE READ CAREFULLY:

This year, we are providing colleges with a way to include information about benefits beyond the data gathered in previous surveys. The information requested below will be reported in the online version of the survey.

1. Please indicate supplemental benefits available to full-time faculty members at your institution in the following areas.

(Y) Release time (Please explain:) Program Coordinators only

(Y) Sabbatical - available after 6 years of employment for a maximum of 2 semesters

() Other (Please explain:)

2. Please indicate Employee Assistance Programs (EAP) available to full-time instructors on your full-time faculty. Indicate items which apply to your institution.

- (Y) Financial education and services
(Y) Outreach, assessment, and referral services for alcohol or chemical dependency
(Y) Work/Life coaching - "fitness for duty consultations"
(Y) Training and development workshops
(Y) Conflict resolution/management
(Y) Legal advice and analysis
(Y) Wellness services (fitness coaches, nutritionist, smoking cessation, stress management, etc.)
() Other EAP benefits:

3. Other significant employee benefits:

- () Paid insurance benefits for spouses and/or dependents
() On-site childcare
(X) Other (Please explain:) College paid benefits = GTL x2, Dental, STD, Paid dental for retirees, Fitness Center for retirees.

COLLEGE: Galveston College

INFORMATION PROVIDED BY: Dawn Uyehara E-Mail Address: duyehara@gc.edu

TELEPHONE: Area Code 409, 944-1209 FAX: Area Code 409, 944-1500

PLEASE RETURN COMPLETED FORM TO: Texas Community College Teachers Association 5113 Southwest Parkway, Suite 185 — Austin, Texas 78735 Telephone Toll Free: 1-800-288-6850, Extension 12 (in Austin, 328-2044) — Fax: Area Code 512-328-1086 E-Mail: chawkins@tccta.org

PROCEDURES FOR FACULTY ASSIGNMENTS AND SCHEDULES (effective Fall 2009)

Full-time Faculty

The teaching load or instructional load for full-time faculty at Galveston College is based primarily on instructional load hours, student contact hours, required student/teacher ratios, program specific student enrollment, and/or student contact hours required for normal progress. Fifteen instructional load hours per semester (30 instructional load hours per academic year), is considered the normal teaching load for full-time faculty. The combination of teaching hours, office hours, and other professional activities and responsibilities must total a minimum of 37.5 hours per week.

Final determination regarding an individual faculty member's workload will be dependent upon specific variations and requirements of the assignment, including but not limited to the number of instructional load hours, number of student contact hours per week, program specific faculty to student ratios, the number of student contact hours required for normal progress, the number of preparations, and the nature of the subject. Teaching assignments may include teaching during the day, the evening, the weekends, and/or at more than one location. Teaching assignments and teaching loads are contingent upon approval by the appropriate Division Director, Dean and the Vice-President of Instruction.

Adjunct (Part-time) Faculty

The maximum teaching load per semester (fall or spring) for part-time faculty is nine (9) instructional load hours. Part-time instructors will be compensated at a rate established by the Board of Regents. On an emergency basis the President, upon a request by the Vice President of Instruction, may authorize a part-time faculty member to teach more than nine instructional load hours during a given semester and, if necessary, to be compensated at a rate up to the equivalent of a beginning full-time instructor. Part-time faculty members employed on an emergency basis to teach more than nine instructional load hours in a long semester are (during this time term of employment) still regarded as temporary or part-time faculty. Assignments for adjunct (part-time) faculty are made on a semester-to-semester basis.

Community Education Instructors

Compensation for non-credit Community Education instructors shall be based upon a variable amount of pay determined by the number, size, and duration of classes taught.

Load Calculation

The basic computation of instructional load hours for full-time and part-time faculty members includes the following: a lecture hour equals one instructional load hour and a laboratory hour equals 2/3 instructional load hour. If two or more courses (lecture, laboratory, clinical, or other) are taught in the same time period, load credit will be given for only one class. In cases where the load value of two classes is different, the class having the higher load value will be used to calculate the load. Additional information concerning load calculation is given below.

Lecture Courses: A lecture hour equals one instructional load hour, 1:1, or 100%.

Laboratory or Laboratory/Lecture Courses: A laboratory hour equals 2/3 instructional load hour, 1:2/3, or 67%

Clinical / Practicum Courses: Normally, a clinical hour equals 1 instructional load hour, 1:1. These are clinical or practicum situations where the faculty member is continually on site with all the students and coordinates all learning experiences for all students. If the faculty member assigns students to another individual for supervision, but remains on site, this clinical or practicum would be compensated the same as a laboratory hour 1:2/3. If the faculty member is supervising preceptors or is not on site on a regular basis but coordinates the students, the preceptor, and the learning experience, these classes may be compensated the same as a laboratory hour 1:2/3. An alternate method of calculating load hours for full-time faculty teaching with a combination of teaching assignments that include lecture courses, laboratory courses and/or clinical/practicum courses is to use actual credit semester hours (a minimum of 15 semester hours per long semester is the norm) or contact hours required for normal student progress through the program.

Internships / Cooperative Training: Full- and part-time faculty are compensated on a per student basis for internship and cooperative training courses.

Independent Study Courses: Full- and part-time faculty are compensated on a per student basis for independent study courses. In addition, independent study courses must be approved in advance by the Vice President upon the recommendation of the appropriate Division Director and/or Dean. Independent study courses are not the standard practice for community colleges and should be offered only under special circumstances to assist the student.

Team Teaching: Faculty members who team teach a class will be compensated in proportion to their responsibilities for the class. Example: If one faculty member is responsible for 60 percent of the class and one is responsible for 40 percent of the class, the faculty member teaching 60 percent will receive 60 percent of the load credit towards their load and the faculty member teaching 40 percent of the class will receive 40 percent of the load credit for the class towards their teaching load. The faculty member acting as team leader may receive an additional 20 percent of the class load credit towards their load for acting as team leader, coordinating all class activities, and acting as the instructor of record, if the class has a minimum of 25 students. The total amount of load credit for a class that is being team taught by two (2) instructors may not exceed 120 percent (1.20) of the actual load credit. If a class is being team taught by three or more instructors and the class has 37 or more students enrolled, the total amount of load credit for that class may not exceed 150 percent (1.50) of the actual load credit.

Distance Education: Full-time faculty members are normally expected to teach a minimum of 40% of the regular teaching load in traditional 'in-class classes' during the fall and spring semesters. 'In-class classes' may include live distance learning courses taught via interactive video classrooms or 'hybrid' portions of the class. Final determination regarding an individual faculty member's workload will be dependent upon specific variations and requirements of the assignment and is contingent upon approval by the appropriate Division Director, Dean and the Vice-President of Instruction.

External Learning Experiences: For student learning experiences which are external to the classroom, credit toward an instructor's workload will be given only if the experiences are:

1. Structured and approved as part of the course, and
2. Expected of all students in the class.

Overload Assignments and Limitations

Some situations necessitate that full-time faculty be asked to teach an overload. And, whereas it is understood that overloads require additional class preparation time, additional teaching time, and additional office time for students, the following guidelines are designed to prevent faculty effectiveness from being diminished by overloads.

1. A one-course (3-5 instructional load hours) overload assignment must be approved by the Division Director.
2. The assignment of a two-course overload (6-10 instructional load hours) requires the approval of the Vice-President.
3. Multiple overloads created by assignments outside the academic department (i.e., Continuing Education) or overloads greater than two courses or (6-10) instructional load hours will be considered on an individual basis and require the approval of the Vice-President of Instruction and the President.
4. First year faculty members generally should not teach overloads.
5. Instructional load hours should not exceed eight (8) instructional load hours per summer term or more than fourteen (14) instructional load hours for both summer sessions.
6. Overloads for full-time faculty will be compensated at a rate set by the Board of Regents.

Summer Employment

All classes taught during a special or summer session by faculty members on a nine-month contract will be handled as part-time or overload assignments and compensated on a per instructional load hour basis. Employees on ten-, eleven-, or twelve-month contracts may be assigned summer teaching during the contract period at no additional compensation.

New Course Development

A full-time or adjunct faculty member may be compensated for new course development. The compensation for new course development is \$1,400 per 3 to 5 instructional load hour course. Compensation is prorated for development of courses that are less than three instructional load hours. A Request for Course Development form must be submitted to the Division Director and to the appropriate Dean for approval. If approved, the Dean will forward it to the Vice President for consideration. Course development that is not approved in advance by the Vice President will not be reimbursed. Program revisions and adjustments to an established curriculum are considered part of the faculty member's workload and are not eligible for additional reimbursement.

Class Size

Restrictions on class size for some classes are governed by state requirements (including student / teacher ratios), room size, and availability of equipment. Classes not meeting the minimum enrollment of twelve (12) students will be offered based on administrative discretion.

Prorated Courses

Courses that do not meet the minimum number of students to hold the class may be considered based on administrative discretion with the faculty member receiving prorated compensation. Twelve students will be considered the minimum number of students to 'make a class.' The compensation will be determined by dividing the number of students enrolled in the course by 12 and then multiplying that percentage by the standard compensation for the course. For example, if a class has only six students, the compensation would be one half of the regular compensation for the class.

If a small class is part of a full-time faculty member's regular load, consideration of the total number of student contact hours per week and/or the total number of fundable contact hours per semester will be considered in determining as to whether or not the class that is part of the regular teaching load shall be prorated or not. If the instructor in an academic area with no laboratory hours is teaching a minimum of 330 student contact hours per week during the semester and a minimum of 5,280 fundable contact hours per semester this will be considered the normal minimum

teaching load for full-time faculty teaching in an academic program area and as such if these standards are met then a class that is part of the regular teaching load will not be prorated. (Where laboratory classes are involved the standard shall be a minimum of 396 student contact hours per week during the semester and a minimum 6,336 fundable contact hours per semester.) For full-time faculty teaching in a professional, technical, or workforce education program, a minimum of 256 to 640 contact hours per student per semester, specific faculty to student ratios, student contact hours required for normal progress, and/or total fundable contact hours generated will be considered when determining a normal teaching load and whether or not to prorate a class that is part of the regular teaching load.