

**Revision Responsibility:** Vice President for Academic Affairs  
**Responsible Executive Officer:** Vice President for Academic Affairs

**Source/Reference:** [TBR Policy 5:01:00:00](#)  
[TBR Guideline A-052](#)

## PURPOSE

To establish the criteria for determining workload equivalencies and the conditions under which an equivalency can be assigned.

## POLICY

- I. Faculty may be granted instructional workload equivalencies for non-teaching assignments. Equivalencies are granted for one semester but are renewable each semester for the duration of the assignment, if it extends beyond one semester.
- II. An assignment equivalent to one credit hour of instruction, in general, would require effort approximately equal to the amount of effort required for instruction, assisting students with class work, and class preparation time for one credit hour of instruction per semester (approximately equivalent to four 7.5 hour days per semester<sup>1\*</sup>).
- III. The assignment of equivalencies is contingent upon College needs and the availability of faculty to cover scheduled classes.
- IV. Recommendations for equivalencies are made by the Division Deans and approved by the Vice President for Academic Affairs.
- V. Faculty released for administrative assignments may, if the College is unable to cover the classes, elect to teach two classes as an overload.

## PROCEDURES

- I. Determination of the workload equivalent for Division Deans takes into consideration the following criteria: number of full-time and part-time faculty supervised, number of discipline coordinators/program directors in the division assigned workload equivalencies, size and complexity of the budget, number of accredited programs in the division, number and complexity of external contacts (business/industry contracts, etc.), and other responsibilities unique to the division and its disciplines.

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\*Assumes a faculty workload is a minimum of 37.5 hours/week for 15 weeks/semester and is distributed as follows: 40% class time, 40% office hours, and 20% other work (advising, curriculum development, service, etc.)

- II. Determination of the workload equivalent for program directors will take into consideration the following criteria: number of full-time and part-time faculty in the department, size and complexity of the budget, number of sites served by the discipline/program, advisory committee responsibilities, accreditation paperwork requirements, student records/communications requirements, and other responsibilities unique to the discipline.
- III. Determination of the workload equivalent for special assignments will take into consideration the amount of time required, the complexity of the assignment, the amount of coordination/collaboration required, and the products, if any, to be produced.
- IV. Prior to the beginning of the academic year, the Division Dean will request the assignment of instructional workload equivalencies for all members in his/her division, using the Instructional Workload Equivalency Request Form.

*January 30, 2001 (new policy); September 15, 2011 (new policy format and updated titles); updated format November 2020.*