

III. R. CENTRAL GEORGIA TECHNICAL COLLEGE TEACHING LOAD PROCEDURE

All instructional staff assignments and schedules at CGTC are made for the purpose of providing an instructional program designed to meet the variety of education and training needs in our service area.

In accordance with Technical College System of Georgia policy, the obligation of the college for a full-time instructor is 40 hours per week, exclusive of lunches/dinners.

Instructional schedules are approved by the respective Vice President. Instructional schedules will be based on the needs of the students. Effort will be made to ensure that staff schedules are continuous hours. However, split schedules may be necessary to accommodate student demand. Teaching assignment location may also be off-campus.

Consistent with Technical College System of Georgia policy, the optimal number of direct student contact instructional hours for a normal teaching assignment is 25 hours per week, accompanied by a minimum of 15 hours of indirect instructional activities to comprise a total work week. Teaching load will not normally exceed 30 instructional contact hours per week.

The optimal number of direct student instructional hours for a multi-instructor program chairperson is 20 hours per week, accompanied by a minimum of 20 hours of indirect administrative and instructional activities to comprise a total work week.

The optimal number of direct student instructional hours for a department head is 15 hours per week, accompanied by 25 hours of indirect administrative and instructional activities to comprise a total work week.

Full-time faculty may be permitted to teach an additional course for extra pay if approved by the respective Vice President or Dean of Instruction.

References