

TEACHING OVERLOADS	The following administrative regulations shall ensure equitable treatment of teachers who teach more than a normal contractual load while sustaining quality instruction and program evaluation. Quality is measured by such indicators as student evaluation of instruction, program student learning outcomes, and performance success indicators as documented by Basic Program Reviews.
FULL TIME FACULTY DEFINITION	A full time faculty member is defined as teacher who has been issued tenure, one year, or two year teaching appointments for at least nine months of the academic year.
PART TIME FACULTY DEFINITION	A part time faculty member, or adjunct instructor, is defined as a teacher who is assigned teaching duties on a per course, per semester basis, if courses are available.
NORMAL LOAD REGULAR LONG SEMESTER	A normal teaching load shall be considered to be fifteen semester credit hours or twenty-four weekly student contact hours. However, if the normal load involves less than 60 students, the chief academic officer may assign an additional course section to the instructor as a part of their normal load (to a maximum of 20 credit hours or 28 weekly student contact hours).
ELEVEN WEEK SUMMER SESSION	A normal teaching load for the eleven week summer session shall be: twelve semester credit hours, twenty-four weekly student contact hours.
SIX WEEK SUMMER SESSION	A normal teaching load for six weeks in the summer shall be: six semester credit hours, twenty-four weekly student contact hours.
ESTABLISHMENT OF ELIGIBILITY FOR OVERLOAD COMPENSATION IN REGULAR LONG SEMESTER	In order to be eligible for overload compensation in a regular long semester as outlined below, a teacher must meet the following minima: sixty students and fifteen weekly student contact hours. Any part of this requirement may be waived by the college president in unusual circumstances.
OVERLOAD CATEGORIES	A full-time teacher may be eligible for overload compensation as outlined in the three categories listed below. A teacher eligible under both categories I and II shall be paid in the category that allows for the greater amount of overload compensation.

CATEGORY I –
SEMESTER
CREDIT HOURS

REGULAR LONG
SEMESTER

A teacher may be paid overload compensation when the number of semester credit hours being taught exceeds the fifteen credit hours, with at least 60 students, that is considered a normal load. The teacher shall be paid at the current applicable rate for each semester credit hour in excess of the normal load.

When two different courses are taught together, the credit hours of the course with the largest number of credit hours will apply.

ELEVEN WEEK
SUMMER
SESSION

A teacher who is teaching an eleven week summer session may be paid overload compensation when the number of semester credit hours being taught exceeds the twelve semester credit hours that is considered a normal load. The teacher shall be paid at the current applicable rate for each semester credit hour in excess of the normal load. When two different courses are taught together, the credit hours of the course with the largest number of credit hours will apply.

SIX WEEK
SUMMER
SESSION

A teacher who is teaching a six week summer session may be paid overload compensation when the number of semester credit hours being taught exceeds the six semester credit hours that is considered a normal load. The teacher shall be paid at the current applicable rate for each semester credit hour in excess of the normal load. When two different courses are taught together, the credit hours of the course with the largest number of credit hours will apply.

CATEGORY II -
TEACHER WEEKLY
CONTACT HOURS

REGULAR LONG
SEMESTER

A teacher may be paid an overload when the number of hours he or she is assigned in direct classroom (or laboratory) supervision of students exceeds twenty-four hours per week, with at least 60 students. The rate of pay shall be at the current applicable rate for each weekly contact hour taught in excess of twenty-four hours per week.

ELEVEN WEEK SUMMER SESSION A teacher who is teaching an eleven week summer session may be paid for an overload when the number of hours he or she is assigned in direct classroom (or laboratory) supervision of students exceeds an average of twenty-four hours per week for the eleven week period. The rate of pay shall be 75% of the current applicable rate for the regular long semester per eleven weeks for each class hour taught in excess of an average of twenty-four hours per week.

SIX WEEK SUMMER SESSION A teacher who is teaching a six week summer session may be paid for an overload when the number of hours he or she is assigned in direct classroom (or laboratory) supervision exceeds twenty-four hours per week for the six week period. The rate of pay shall be 37.5% of the current applicable rate for the regular long semester per six weeks for each class hour taught in excess of an average of twenty-four hours per week.

**CATEGORY III –
PER STUDENT
COMPENSATION**

PER STUDENT COMPENSATION A teacher who is teaching abnormally small or large courses may be paid for an overload for classes normally too small to make or for classes larger than the section enrollment as described in the following tables. When an instructor is teaching multiple sections of a course, any compensation for excess students is calculated on the multiple sections as a group. Per student compensation is calculated based on first-class-day counts for adjuncts and official-reporting-day counts for full-time faculty.

Compensation for Online or English 1301/1302 Courses (based on \$650/sch overload rate)

Number of Students		Compensation
Online or Engl 1302	Engl 1301	
1 – 14	1 – 14	\$130 per student (3 sch course), or \$173 per student (4 sch course)
15 – 28	15 – 24	Equals one section
29 – 42	25 – 38	Equals one section + \$130 or \$173 per student over 28 or 24
43 – 56	39 – 48	Equals two sections

Compensation for Face-to-Face or Hybrid Courses with enrollments smaller or larger than the normal range (based on \$650/sch overload rate)

Number of Students	Compensation
1 – 14	\$130 per student (3 sch course), or \$173 per student (4 sch course)
15 – 32	Equals one section

33 – 46	Equals one section + \$130 or \$173 per student over 32
47 – 64	Equals two sections

If the number of online students is sufficient to equal a section, it can be considered a part of the full time faculty member’s load for the semester. Normally, the portion of a class paid on a “per-student” basis is considered overload service.

A reduction in the minimum number of students required to equal a section may be made by the Vice President, Academic and Student Affairs, for certain sections where such a reduction is deemed to be merited, e.g. sections where instructional equipment is limited, sections where a small enrollment fee calculation applies, certain capstone courses, pilot courses, etc.

INTERSESSIONS/
MINIMESTERS

Full time staff who teach May Intersession or Winter Minimester courses will be paid \$3000 per course as an overload. Adjunct faculty will be paid at the adjunct rate.

ADJUNCT FACULTY
ASSIGNMENTS

Adjunct faculty may teach up to 8 credit hours during an academic term. Exceptions are made if approved by the Dean of Instruction and the Vice President of Academic and Student Affairs.

As part time employees, adjunct faculty cannot exceed 19 hours per week of work without approval by the Dean of Instruction and the Vice President of Academic and Student Affairs. Work time is defined as two times the number of scheduled clock hours spent with students in the classroom.

EXCEPTIONS

Overload assignments for the following types of teaching shall not be calculated under the categories listed above. Overloads for each of the following types of teaching assignments shall be determined on an individual basis:

1. Private instruction.
2. Programmed or semi-programmed instruction.
3. Assignments where teachers share responsibilities for a class.
4. Cooperative education coordination.
5. Nursing.
6. Emergency medical services.

7. Law Enforcement Academy.

EXTRA DUTIES
ASSIGNMENTS
APPOINTMENT
PROCESSES

Interested faculty may be appointed to a temporary assignment involving administrative duties. These appointments may also involve a stipend and/or a load reduction. Examples of such appointments may include but are not limited to division chairs, department heads, and the honors director.

DIVISION CHAIR
APPOINTMENT
PROCESS

Division chairs and department heads serve three year renewable terms contingent on satisfactory performance. For division chairs, the Dean of Instruction would meet individually with each faculty member in the division to discuss his/her vision for the future of the division and to help identify the desirable characteristics of a new division chair. Following these meetings, a listing of characteristics and typical duties would be prepared from the information collected through the faculty consultations.

The process would then be opened to current division faculty. A memo from the dean would be sent to each faculty member in the division describing the position and inviting them to express an interest in the appointment.

The President would then select up to three faculty (including a division chair) who are not applying for the appointment to participate in the interview process along with the dean. Following the interviews, the faculty would submit to the dean a list of strengths and weaknesses of each candidate as measured against the position description. The dean would then make use of these lists along with other input, such as recommendations from the candidate's former supervisors, experiences in leadership, and the dean's own assessment of the fit of the person to the appointment in question, to either recommend one of the applicants to the Vice President, Academic and Student Affairs, and to the President for appointment as division chair or recommend that an external search be initiated. The recommendation, if approved, would then be communicated to the faculty within the division.

An external search requires a position vacancy, and like any other position vacancy, would mirror our current process for filling a faculty position.

HONORS
PROGRAM
DIRECTOR
APPOINTMENT
PROCESS

The Honors Program Director serves a two year renewable term contingent on satisfactory performance. When a new Honors Program Director needs to be appointed, a memo from the Dean of Instruction would be sent to all faculty members describing the position and inviting them to express an interest in the appointment.

The President would then select three college employees, at least two of which are members of the Honors Program Committee, who are not applying for the appointment to participate in the interview process along with the dean. Following the interviews, each of the three interviewers would submit to the dean a list of strengths and weaknesses of each candidate as measured against the position description. The dean would then make use of these lists along with other input, such as recommendations from the candidate's supervisor, experiences in leadership, and the dean's own assessment of the fit of the person to the appointment, to either recommend one of the applicants to the Vice President, Academic and Student Affairs, and to the President for appointment as director or recommend that an external search be initiated. The recommendation, if approved, would then be communicated to the faculty and staff.

An external search requires a position vacancy, and like any other position vacancy, would mirror our current process for filling a faculty position.

WORK WEEK

The normal seven day week shall begin at 12:01 a.m. Saturday, and shall end at 12:00 p.m. Friday.

SUMMER CONTRACT
EXTENSIONS FOR
FACULTY

Faculty on nine month contracts who teach in the summer may receive contract extensions at a pro-rata rate of their nine month contract for up to 12 sch of courses.

An action taken by the Brazosport College Board of Regents at their May 2011 meeting regarding the change to 12-month eligible faculty contracts, as part of the efficiencies being undertaken in response to budget cuts in appropriations, included an assurance that former 12-month eligible faculty would have preference over adjuncts or other full-time 9-month faculty on eligible summer courses for purposes of summer contract extension.

The following is an explanation of the guidelines on how that assurance will be administered.

Eligible summer courses are those which meet all the following criteria:

- courses with sufficient enrollment to make as determined by the chief academic officer or designee
- courses for which the faculty member in question has the proper SACS credentials to teach as determined by the chief academic officer
- courses that the faculty member in question has taught in the past
- courses are not scheduled at conflicting times with other assigned courses

In cases where two or more former 12-month eligible faculty credentialed to teach in the same area wish to teach eligible summer classes, the available classes will be divided evenly, to the extent possible, among the above faculty by the division chair/director so that the total number of available summer courses of all rubrics will be equal with any odd classes assigned by draw.

Examples:

Two former 12-month eligible faculty credentialed in English each want 4 summer courses, but only 7 eligible summer courses are available. Each faculty would get 3 courses assigned by the division chair/director with the last course assigned by draw.

Result: one faculty member teaches 4, the other teaches 3.

Two former 12-month eligible WECM faculty each want 4 summer courses. Faculty A is credentialed in drafting and faculty B is credentialed in both drafting and in welding. Five eligible drafting courses and two eligible welding courses are available. Faculty B would get 2 welding courses and one drafting course.

Faculty A would get 3 drafting courses. Then each have three.

There is one odd drafting course left to then be assigned by draw.

[Note that the courses each faculty member is assigned would have been taught by them before, or they wouldn't be eligible courses.]

The former 12-month eligible faculty who would have preference for summer assignments as described above are: Richard Birk, Horace Buchanan, John Cooper, Ann Cumba, Jerry James, Harry Kershaw, Roy Lewis, Rodney Mason, Ed Putty, Wesley Scruggs, Rick Underdahl, and Harvey Yarborough.