

Lakeland Community College

POLICY TITLE:	FACULTY WORKLOAD
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RESPONSIBLE OFFICE(S):	OFFICE OF THE PROVOST
APPROVED BY:	BOARD OF TRUSTEES

Under the Advance Ohio Higher Education Act adopted on March 28, 2025, and pursuant to Section 3345.453 of the Ohio Revised Code, this policy establishes faculty workload at Lakeland Community College as follows:

A. Definition of Academic Year

1. The academic year for full-time faculty is two sixteen-week semesters and eighteen (18) days of related activities--the total of which shall not exceed one hundred seventy-eight (178) semester days.
 - a. Within the eighteen (18) days of non-instruction time for faculty, seven (7) days will be used for such activities as organization and developmental meetings, divisional or department meetings, and commencement. Three (3) of the eleven (11) remaining days shall be for service. Of the remaining eight (8) days, three (3) days shall be used for professional development, three (3) days shall be used for curriculum or course development work, and the remaining two (2) days may be “arranged” with the Dean for such activities as additional committee work and other instructional work. Assignments on these days shall be at the discretion of the appropriate administrator after consultation with the affected faculty member.
 - b. It is possible for each division to have a schedule different from all other divisions. It also is possible for each faculty member within a division to have a schedule different from other faculty members.
2. The calendar shall commence two (2) full weeks before the first day of class in the fall (excepting Labor Day if it should fall within this two-week period) but no later than August 16 of each year and end with the last day of the second semester or commencement, whichever is later. The second semester shall contain a one-week spring recess that is not part of the 178 days.
3. The one hundred seventy-eight (178) day semester year calendar shall be completed and announced by each Division Dean on the first day of scheduled preschool meetings. If

changes necessary to the operation of the College are subsequently made, the administration shall provide reasonable notice.

B. Definition of a Work Week

The week is defined as approximately forty (40) hours of College work which includes preparation, teaching, creative achievement and scholarship, counseling, delivering of student services and advising, curriculum development, office hours, assigned committee and college service activities, and approved community service activities. The Provost, Faculty Member's Dean, and Faculty Member together may agree on an equivalent workload.

C. Definition of Workload

1. The normal workload shall be thirty (30) semester units per academic year with assignments per semester ranging between thirteen (13) and seventeen (17) units per term, inclusive.
 - a. The standard expectation is for teaching faculty to spend at least twenty-five (25) hours assigned time per week on campus (including assigned instruction sites).
 - b. Teaching faculty are to have a minimum of one in person teaching day per week on campus. This requirement can be met by either teaching a fully in person class or teaching a hybrid class that meets at least one day per week.
2. The normal load for non-teaching faculty shall be forty (40) hours per week for the academic year, which includes break and preparation time.
 - a. Non-teaching faculty are required to spend forty (40) hours assigned time per week on campus (including assigned instruction sites).
 - b. Non-teaching faculty shall be permitted to attend appropriate faculty activities as part of their forty (40) hour week load.
3. Faculty with institutionally designated responsibilities are expected to devote at least 75 percent of their total workload to teaching related activities. Other faculty are expected to devote at least 80 percent of their total workload to teaching related activities, with the remaining devoted to professional development and service.
4. Credit hour equivalents
 - a. Credit hour equivalents for activities beyond teaching, including research, clinical care, administration, service, and other professional duties, will be assigned based on the anticipated time required and the activity's alignment with college and department strategic goals. These equivalents will be informed by project descriptions (for service) and defined outcomes (for research and service) and will be reviewed and adjusted as needed during annual evaluations.

b. The time on task of 16-work hours shall be the equivalent of 1 credit hour. Assignments of this nature will need documentation of time on task and review of such activity midway through the assignment. An adjustment may be made if the assignment created was originally given too much or too little credit hour equivalencies.

5. It is the Provost's responsibility to administer faculty workload as specified in this policy. The Provost, faculty member's Dean, and faculty member together may agree on an equivalent workload.
6. Part-time non-teaching faculty employed on an hourly basis shall be scheduled to work no more than an average of twenty-four (24) hours per week, per semester, during the academic year, not to exceed twenty-nine (29) hours in any week. During the two-week period prior to conference week of the fall semester and the one-week period prior to the first week of the spring semester, part-time counseling faculty employed on an hourly basis may work up to forty (40) hours.
7. The Association President shall receive three (3) units/semester credit for his/her additional duties and responsibilities which may be used toward overload compensation or reduction of teaching load at the faculty member's option. This time does not count toward the fifty percent (50%) restriction.
8. Department/program chairs may receive instructional units per semester for performing required and additional functions as stated in the job description for department/program chairs. The required and additional duties and release time for department/program chairs will be determined by the Division Dean in consultation with the department/program faculty. The Dean shall inform all department/program faculty members of the outcome. The same process will be used to determine extended time for department/program chairs.

D. Course Scheduling, Posting, and Workload Review

1. In accordance with "Standards for Instructional Workloads" released by the Ohio Department of Higher Education on October 24, 2025, faculty whose principal appointment is in associate degree department/program, with no, or limited, baccalaureate activity, should have undergraduate teaching as their major responsibility. Some faculty may have unique institutionally assigned administrative responsibilities in addition to professional development and service as part of their workload expectations.
 - a. When the administration has reason to question a faculty member's job performance, the faculty member may be required to notify his/her Division Dean of all outside employment. Excessive outside employment which demonstrably detracts from the faculty member's services to the College may be grounds for progressive disciplinary action. A faculty member should not use College property for outside employment activities.
 - b. A full-time faculty member may be employed for additional part-time teaching or

supplemental service for the College, but his/her total load shall not be exceeded thirty-four (34) semester hours per regular academic semester, fall and spring. The total for the regular academic year, fall and spring, shall not exceed 68 semester hours.

2. First consideration for load shall be given to full-time faculty, on a seniority basis, who are members of the bargaining unit within the department, then the division, and then the College who are qualified to teach the course offerings.
3. First consideration for summer employment, inter-session employment, and for overload, shall be given to full-time faculty members within the department, then the division, and then the College who are qualified to teach the course offerings, on a seniority basis, except as otherwise provided herein.
 - a. Preferences for overload/summer sections must be expressed as part of the initial scheduling process within each division for each semester.
 - b. Each Dean will post in the division office the remaining overload/summer assignments available and make the request form available to each full-time faculty member in his/her division. On the form the faculty member may request the available course sections in his/her division for which they are qualified and to which they wish to be assigned. In order to be assured first consideration over a part-time faculty member or less senior full-time faculty member for the above posted assignments and/or new sections, a fulltime faculty member must submit his/her completed overload/summer employment request form to his/her Dean not later than the deadline established by the Provost for submission of final draft schedules for the semester in which the assignment will take effect (unless a full-time faculty member requires a section to achieve full load). Deans will post the overload/summer sections available and make request forms available to faculty members at least one week in advance of the deadline for returning the forms.
 - c. When a faculty member requests consideration for new sections added after submitting the forms, then the Dean will make a reasonable effort to contact the faculty member before assigning the section to another person. The faculty member must keep the Dean informed of how he/she can be contacted. No faculty member may teach more than twenty-eight (28) units during all of the summer sessions combined.
 - d. For summer school teaching, no faculty member may select more than ten (10) units of summer load until all others in the department have had an opportunity to obtain similar load. In the event of a second round a faculty member may not exceed a total of eighteen (18) units including the hours from the initial posting until all others in the department have had an opportunity to obtain similar load.
4. Part-time teaching faculty shall not be contracted to be assigned more than 23.99 semester units per academic year, with no more than twelve (12) units or its service

equivalent in any academic semester, excepting in the cases of:

- (a) a part-time teaching faculty member employed and compensated by a local school district, and assigned to teach Lakeland courses, may be assigned the lesser of 23.99 semester hours or six courses per academic unit, with no more than 12 semester hours or three classes in each semester;
- (b) a part-time teaching faculty member employed and compensated by a local school district and assigned to teach Lakeland courses and also assigned and teaching Lakeland courses at the College, may be assigned 23.99 units per academic year.

5. The following are the instructional load regulations for the contract year:

- a. ENGL 0111, 1110, 1111, 1120, 1121, 2201, and 2202, and BUSM 2400 courses carry a 1.25 factor per credit hour.
- b. Courses in which class hours equal credit hours translate to one (1) unit per credit hour.
- c. Courses which have a clear division between lecture-discussion and laboratory are computed as follows:
 - i. Credit hours of lecture-discussion translate to one (1) unit per contact hour.
 - ii. Contact hours of laboratory are computed at .89 units per class hour.
 - iii. Nursing clinical experience shall be one (1) unit per class hour.

6. No more than three different preparations will be assigned to any instructor as part of his/her normal workload unless additional preparation units are included in his/her total load computation. Preparation units are defined in the Posting (F.2.d) section of this policy. Preparation units are computed as follows:

- a. One (1) unit of release time per semester for each lecture that an instructor has taught for the first time (regardless of number of sections);
- b. One-half (1/2) unit of release time per semester for each lab that an instructor has taught for the first time (regardless of number of sections);
- c. One-half (1/2) unit of release time per semester for each lecture that an instructor has previously taught (regardless of number of sections); and
- d. One-quarter (1/4) unit of release time per semester for each lab that an instructor has previously taught (regardless of number of sections).

7. For the purposes of these regulations, a class hour represents fifty (50) minutes of instruction.

8. Lakeland full-time faculty shall have the right of first refusal to teach all College Credit Plus courses under the following circumstances:
 - a. All CCP courses taught on campus;
 - b. CCP courses taught off campus under the following circumstances:
 - i. the right of first refusal does not conflict with the contractual right of first refusal of teachers employed at the site where the instruction occurs; and
 - ii. the faculty member adheres to both the regular and alternative instructional schedules, including start time, end time, and duration, at the site where the instruction occurs.
9. College Credit Plus liaison assignments shall be made available to full-time faculty for posting. College Credit Plus liaisons shall be granted one unit of release time per semester for each assigned high school instructor teaching a College Credit Plus class for the first time (regardless of the number of sections) and one-half unit of release time per semester for each assigned high school instructor having previously taught the College Credit Plus class (regardless of the number of sections). For courses split across two semesters, the units of release time will likewise be split across the semesters.
10. Special Projects
 - a. When the College determines that it would be desirable for a faculty member to perform a special project for the College, the College, prior to offering the special project to a faculty member, shall determine the qualifications required for the project and the amount of release time credit which shall be derived from the performance of the special project. Special projects will be offered to the most senior, qualified faculty member who agrees to assume the project.
 - b. Faculty members who agree to assume special projects and administrative duties shall receive release time which may be used toward overload compensation or reduction of teaching load at the faculty member's option. Acceptance or rejection of an offer of an administrative duty or special project shall be solely up to the individual faculty member. In no case may the "administrative duty" exceed fifty percent of the faculty member's actual load for any semester. If the "duty" exceeds fifty percent, it becomes "administrative service." An "administrative duty" may continue for an unlimited period of time. A special project shall be of fixed time or scope.
 - c. Special projects may not result in additional compensation except as provided above unless they are tied to summer or break work which shall be compensated based on the extended time rate. A written sign off form shall be used to verify offers and rejection. Those projects that are the result of the self- initiative of the faculty member shall be offered first to the person who initiated the project.

E. Sanctions

If a faculty member fails to comply with this policy's requirements, the College may take administrative action against that faculty member including censure, remedial training, for-cause termination, or other disciplinary action. Termination under these circumstances requires the recommendation of the Dean, Provost, or equivalent official, concurrence of the College's President, and approval of the Board of Trustees.

F. Posting

1. Posting for Load

Rounds of posting shall be done in department seniority order, except that full-time faculty who create new courses, experimental or approved by the curriculum committee, regardless of modality, shall have right of first refusal in the first round of posting to teach the course for the first six (6) semesters and/or terms in which the course is taught inclusive of summer. Faculty are expected to select courses in the area they were hired to teach as their base load unless given permission by the Provost.

2. Initial Round of Posting

- a. During the initial round of posting, teaching faculty select thirteen to fifteen (13-15) units as their base load. Posting shall be done in departmental seniority order, except that full-time faculty who create new courses, experimental or approved by the curriculum committee, regardless of modality, shall have first right of refusal in the first round of posting to teach the course for the first six (6) semesters and/or terms in which the course is taught inclusive of summer.
- b. An instructor may select a number of sections that total in excess of fifteen (15) units in the first round of posting if necessary to secure at least fifteen (15) units.
- c. Release time units can be used for base load or paid as overload.
- d. Preparation units are assigned to a faculty member's base load as outlined below. A maximum of three (3) preparation units may be assigned to an instructor as a part of base load without additional compensation. Additional units or fractions of units in excess of three (3) can count towards meeting base load or be paid as overload.
 - (1) Each separate course is counted as one (1) preparation.
 - (2) Each separate laboratory taught without a lecture is computed as one (1) preparation.
 - (3) Each separate lecture/laboratory is computed as 1.5 preparation (one (1) for the lecture and one-half (0.5) for the laboratory).
- e. Units of load for College Credit Plus liaison assignments may be selected as part of

base load or as overload. The liaison assignments are valid only to the extent the class is staffed by a high school instructor, versus one of our regular adjuncts or a full-time faculty member. The liaison units are calculated as follows:

- (1) One (1) unit of release time per semester for each assigned high school instructor teaching a CCP class for the first time (regardless of the number of sections).
- (2) One-half (0.5) unit of release time per semester for each assigned high school instructor having previously taught the CCP class (regardless of the number of sections).

3. Subsequent Rounds of Posting

During subsequent rounds of posting, done in departmental seniority order, teaching faculty may select no more than seven (7) overload units per round.

4. Course Addition

Bidding is conducted in accordance with the above note process any time a course is added to the schedule

5. Course Cancellation

If a section selected by a teaching faculty member in the first fifteen (15) units is later cancelled due to low enrollment, a section of the same course from the instructor's overload will be reassigned to the base load. If there isn't a section of the same course to be reassigned, then a section of a course with the same number of load units as the cancelled section will be reassigned to the base load, with preference given to a course not otherwise included in the base load.

6. Course Releases

Should a faculty member release a course that they had originally signed up to teach, then the course shall be posted in the department in seniority order, starting with the faculty member after the faculty member who dropped the course, and then returning to the top of the seniority list upon reaching the lowest seniority faculty member. Otherwise, the above procedure shall be followed.

7. College's Right to Assign Work

It is the right of the College to assign work as it deems necessary, and there is no guarantee that the faculty members will be provided the course selection for which they post. Faculty members post for the purpose of informing the Dean which course sections they prefer to teach.

G. Overload

1. Overload Course Defined

Overload sections are selected after the first fifteen (15) units (“base load”) of instruction and release time are chosen or agreed upon (respectively) during the first round of department posting. An instructor may select a number of sections that total in excess of fifteen (15) units in the first round of posting if necessary to secure at least fifteen (15) units and avoid splitting the units associated with this section. If a section selected in the first fifteen (15) is later cancelled due to low enrollment, a section of the same course from the instructor’s overload will be reassigned to the base load. If there isn’t a section of the same course to be reassigned, then a section of a course with the same number of units as the cancelled section will be reassigned to the base load, with preference given to a course not otherwise included in the base load.

The instructor does not receive units of load for preparation or student generated hours associated with the overload sections. The instructor waives his/her right to have courses scheduled within a nine (9) hour time span in any one day.

2. Overload Compensation

Payment for all overload except banked overload will be made during the semester of the overload, ordinarily split into equal payments. Compensation shall be at the rate of \$792 per credit hour.

3. Banking

Overload payments will be made in the semester in which the overload is earned except that the faculty member may elect to bank an annual maximum of six (6) units during fall semester. Faculty members must advise their Dean regarding their intended use of any banked overload no later than November 1 for spring semester. Units banked in the fall semester may be used in the spring semester. Unused banked overload will be paid during the spring semester along with any unpaid cumulative load above thirty (30) semester units for the academic year. Non-teaching overload may be banked at the same rate as teaching overload to be scheduled as agreed by the faculty member and appropriate Dean.

4. When the Dean (or equivalent administrator) determines that additional work is necessary, non-teaching faculty may work in excess of forty (40) hours per week (overload) provided such overload may not exceed eleven (11) hours during any week.

Such additional work shall be compensated at a rate no less than that rate paid non-full-time, non-teaching faculty. First consideration for additional work shall be given to full-time, non-teaching faculty who are qualified to accomplish the work on a seniority basis prior to the appointment of part-time, non-teaching faculty.

5. If the non-teaching faculty member does not seek the overload hours, or if the hours have been used, he/she may adjust the hours or assigned work to ensure that he/she is not

required to work in excess of forty (40) hours per week nor be required to spend more than nine (9) consecutive hours at the College in any one day without his/her specific approval and consent.