

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY WORKLOAD – NON-CURRICULUM FACULTY	Policy 4.01.09
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1. **Non-Curriculum Faculty Responsibilities**

For purposes of this Policy, a “non-curriculum faculty member” is a full-time instructional employee whose primary responsibilities are teaching non-college college credit courses in the following divisions:

- Educational Opportunities: Basic Skills, GED, Adult High School, and Compensatory Education
- Public Safety Training: Law Enforcement, EMS, Fire and Rescue
- Workforce Innovations: Occupational Training, Continuing Education, Customized Training, Small Business Training, and Personal Enrichment.

The interaction of faculty members with students represents the essence of the educational process. Non-curriculum faculty workload consists of responsibilities identified in the three areas below

- a. **Learning Facilitation:**
Includes, but is not limited to, responsibilities associated with teaching students such as: teaching, planning, developing lessons and course content, and learning assessment, and program development. Learning facilitation occurs in traditional classroom lecture/lab/clinical arrangement as well as distance learning environments such as hybrid and online courses.
- b. **Institutional Service:**
Includes, but is not limited to, responsibilities that support the College achieving its goals such as: serving on committees, mentoring faculty, recruiting students, guiding of student organizations, developing curriculum, contacting prospective student employers, and supporting other administrative processes.
- c. **Professional Development:**
Includes, but is not limited to, responsibilities associated with staying current in the discipline as well as the craft of teaching. This also includes maintaining required professional licensure and/or certification.

2. **Work Period**

Contracts are awarded annually and provide the term of employment. Faculty members, as professionals, are expected to devote the time required to accomplish their assigned duties. The primary work period for non-curriculum faculty includes the normal Monday-Friday business hours of the college. However, work may also occur as needed during the day and/or evening, weekdays and/or weekends. Additionally, the College serves a

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three-county area with multiple off-campus locations. Therefore, faculty may have teaching assignments at a satellite or off-campus location.

3. **Teaching Load**

The minimum expected teaching load for non-curriculum faculty is 30 classroom contact hours per week.

ADOPTED: February 2014