

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY WORKLOAD – NON-CURRICULUM FACULTY	Policy 4.01.09
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I. **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 College and Career Readiness: Basic Skills, GED, Adult High School, and Compensatory Education

Public Safety Training: Law Enforcement, EMS, Fire and Rescue

Workforce Innovations Continuing Education: 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, guidance 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.

II. **Work Period**

Contracts Appointments are ~~awarded~~ made annually and provide the term of employment. Appointments are made on an at-will basis. 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.

III. **Teaching Load**

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

Adopted: February 2014

Revised: March 23, 2021