

# CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4136  
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## TEACHING/NON-TEACHING LOAD STANDARDS

The teaching load for a full-time faculty member at Citrus College is built around a fifteen hour per week classroom assignment. This basic assignment is one commonly used in higher education, and is a measure that has been used for a long period of time.

Actually, at every college or university there are so many variations to the fifteen hours per week measure that the exceptions prevail more frequently than does the general rule. In a fifteen hour weekly assignment it is assumed that all classes will be lecture type where the credit value to the student will be on a one-to-one ratio, i.e.; one hour of class, one unit of credit. At Citrus College the credit value assigned to a course is not determined by the number of class meetings per week, but by the number of hours of work required of the student. For most courses it is expected that the average student will spend two hours in preparation for one hour of lecture or recitation. This determines the one-to-one situation expected to prevail in a teaching load of fifteen hours per week.

The teaching process may be divided into four phases, (1) planning, (2) preparation, (3) presentation, and (4) evaluation. When all phases of the process are totaled, the instructor responsible for fifteen hours per week assignment probably claims a forty-five hour workweek—fifteen hours in class, fifteen hours of planning and preparation and fifteen hours of evaluation with added duties.

As previously indicated, a large number of classes at Citrus College do not carry a one-to-one ratio. For example, physical education activity classes meet two hours per week for one unit of credit; technology classes meet forty hours per week for fourteen units of credit; science laboratory classes meet three hours per week for one unit of credit; and secretarial science classes meet five hours per week for three units of credit.

When classes decrease in credit-to hours value the assumption is that the out of class time obligation of the instructor also decreases. If the instruction in a particular course is carried on in such a manner that the lecture phases are held to a minimum and virtually all assignments are completed during extensive laboratory periods, the class hours per week load of the instructor is increased.

Two other variables, in addition to classroom hours per week, figure significantly when the teaching load is measured. These are student contact hours per week and class preparation per week. Undoubtedly the fifteen hours per week basic formula carries with it the assumption that a limit of 450 student contact hours per week (15 hours x 30 students per class) and a maximum of three different course preparations.

Other things being equal, the instructor with 450 student contact hours per week will have a greater load than one with only 250; and an instructor teaching English 40,

English 101 and English 201 will have a greater teaching load than one teaching only English 40.

It seems reasonable, therefore, that when an instructor's student contact hours per week are greater than 450 the load should be reconsidered and lightened if possible. Also, if an instructor has fewer than 450 student contact hours per week, the load shall be adjusted proportionally to bring it to a defensible level.

The following load formula shall be used at Citrus College:

Discipline	Weekly Classroom Hours	Maximum Annual Load
Accounting	14-16	30
Administration of Justice	14-16	30
Alcohol and Drug Studies	14-16	30
Anthropology	14-16	30
Art History and Appreciation	14-16	30
Art, All Others	18-21	42
Automotive Technology	18-21	42
Biology	18-21	42
Body and Fender Technology	18-21	42
Business	14-16	30
Chemistry	18-21	42
College Preparation	14-16	30
Communications	14-16	30
Computer Science	18-21	42
Computing/Information Systems	14-16	32
Cosmetology	25	50
Counseling Courses	14-16	32
Dance	18-21	42
Dental Assisting	18-21	42
Diesel Technology	18-21	42
Drafting Technology	18-21	42
Earth Science/Astronomy	18-21	42
Economics	14-16	30
Electronics	18-21	42
Engineering	18-21	42
English	14-16	30
English as a Second Language	14-16	30
Forestry	18-21	42
French	14-16	32
Geography, Cultural	14-16	30
German	14-16	32
Health Occupations, Medical Assisting	18-21	42
Health Occupations, Nurse Aide	18-21	42

Heating and Air Conditioning	18-21	42
History	14-16	30
Human Development	14-16	30
Humanities	14-16	30
Library Technology	18-21	42
Mathematics	14-16	30
Motorcycle Technology	18-21	42
Music, Theory	14-16	30
Music, Applied	18-21	42
Natural History	18-21	42
Nursing, Vocational	24-28	56
Office Technology	20	40
Philosophy	14-16	30
Photography	20	40
Physical Education	18-21	42
Physics	18-21	42
Political Science	14-16	30
Psychology	14-16	30
Public Works	18-21	42
Reading	14-16	30
Real Estate	14-16	30
Recording Technology	25	50
Social Science	14-16	30
Sociology	14-16	30
Spanish	14-16	32
Speech	14-16	30
Supervision	18-21	42
Theatre Arts	14-16	30
Water Technology	18-21	42

Weekly Assigned  
Hours

All non-teaching faculty

35

Contract/Regular instructors are subject to class assignments in the Extended Day program to bring them to a full load. As part of their professional responsibility, instructors will be assigned as sponsors of student clubs, organizations, or to standing committees. Loads shall be determined on an annual total basis. An instructor may have a heavy schedule one semester and a lighter one the next and still be within bounds of the annual total established for the department. Overload will be granted whenever the instructor's load exceeds the maximum limit. If one's teaching load is below the minimum established for the department, research or other worthwhile professional activity will be assigned to complete the load.

## Large Size Class Pay

*Calculated at ninth (9<sup>th</sup>) week:*

60 students enrolled = +25% of instructor's overload salary for that specific course  
70 students enrolled = +50% of instructor's overload salary for that specific course  
80 students enrolled = +75% of instructor's overload salary for that specific course  
90 students enrolled = +100% of instructor's overload salary for that specific course  
100 students enrolled = +125% of instructor's overload salary for that specific course  
110+ students enrolled = +150% of instructor's overload salary for that specific course

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Citrus College Policy 4136 – Instructor Load Standards/Workweek