02-11-00 Faculty Schedules

PURPOSE

The purpose of this policy is to outline the process by which faculty schedules are determined.

DEFINITIONS

- **Instructional Time:** Time spent delivering courses in person or engaging with students in online/virtual courses. Faculty may elect to teach online and virtual classes remotely.

- **Non-Instructional Time:** Time spent on college business, but not in the classroom. This includes student advising, work with student organizations/activities, committee service, assisting colleagues, program audit and reviews, curriculum development and revision, course preparation, participation in professional development activities, assistance with student registration and orientation, research, attendance at student services events, community service, and other activities designated by the Dean/Director. Faculty may elect to work remotely for up to half of their non-instructional time.

- **Discretionary Time:** Seven and a half (7.5) hours each week that faculty use to grade, respond to emails, prepare for class, and/or other work that is necessary to fulfill job duties. This time is not counted as instructional or non-instructional time outlined above. Faculty may elect to work remotely for all discretionary time.

POLICY

In accordance with TBR policy, all full-time Nashville State faculty and staff shall work 37.5 hours per week throughout the length of their contract (typically 9 months or 12 months). For faculty, the 37.5 hours include 30 hours of combined instructional and non-instructional time and 7.5 hours of discretionary time. A normal faculty schedule consists of five days. Faculty teaching one or more classes after six p.m. may request a four-day schedule. Such requests may be granted by the Dean/Director.

A full teaching load for the semester is equal to fifteen (15) teaching load credit hours or the equivalent per term for fall and spring semesters. All equivalent teaching load activities (released time) shall be subject to prior review and approval by the Vice President of Academic Affairs. Any faculty member who has one or more low enrollment courses in a given term may be assigned more than thirty credit hours per academic year to compensate for the low enrollment course(s) without being paid for an overload, or sections of classes may be combined to produce appropriate student enrollments.

Faculty are expected to be on a campus at least two days per week and may be requested to be on campus at specific times for events, meetings, and activities. Deans/Directors may request a faculty member to be on campus during specified hours as needed. When working remotely, faculty remain available as if they were working on campus.

Each semester, faculty will create door schedules that reflect scheduled instructional time (not to include online course time) and includes contact information for the faculty member. During non-instructional time, whether on campus or remote, faculty will be available to respond to student emails and inquiries and meet with students as requested. Faculty shall respond to student inquiries within 1 business day and make every effort to schedule a meeting time and modality (in office, by phone, or virtual) that is most convenient to the student and within reasonable operating hours.

Summer Instructional and Non-Instructional Time

Summer teaching is neither expected, required, nor guaranteed. The following table should be used to determine the required number of instructional and non-instructional hours on campus or virtual for faculty who teach during the 10-week summer term.

TLC:	Summer Required time, clock hours (instructional + non-instructional):
1.0 TLC	3 hours per week
2.0 TLC	6 hours per week
3.0 TLC	9 hours per week
4.0 TLC	12 hours per week
5.0 TLC	15 hours per week
6.0 TLC	18 hours per week
7.0 TLC	21 hours per week

SOURCES

TBR Policy 5:01:00:00, TBR Policy 5:02:04:10

RELATED POLICIES

N/A

Approved by NSCC Cabinet 11/22/21