

## 3.0 FACULTY

### 3.1. FACULTY QUALIFICATIONS

All faculty positions (instructors, counselors/advisors, and librarians) at CVCC are filled in accordance with current State Board of Education policies on faculty credentials; provided, however, that all persons who were full-time faculty at CVCC as of September 1989 and who have continued at CVCC as full-time faculty members had their credentials "grandfathered" at their then-current rank and level placements. For salary purposes, Ranks I/B, I/A, II, III, and IV shall be equivalent to Levels O, I, II, III, and IV respectively. Faculty credentials confirmed effective March 24, 2005 by the State Board of Education are organized according to teaching areas and groups as shown in Exhibit 3-1. Each designated group has various "levels" of credentials. Details as to the requirements of each credential group and level are contained in Exhibit 3-1.

### 3.2. FACULTY JOB DESCRIPTION

The job description (Exhibit 3-2) for faculty includes major areas of commitment. Evaluation of an instructor is based on observed accomplishment of the specific responsibilities listed in each area and thus is a valid indication of job performance. A complete faculty job description and the appraisal instrument upon which evaluation is based are available from the Human Resource's office or in the individual full-time instructor's personnel file.

### 3.3. FACULTY DUTIES AND RESPONSIBILITIES

#### 3.3.1. Instructional Calendar.

CVCC develops a yearly calendar to meet requirements of the State Board of Education. The calendar, after approval by the Chancellor of Postsecondary Education, is included in the Catalog and Student Handbook. State policy provides that the nine-month (Fall and Spring Semesters) instructional calendar shall include a minimum of 175 days with at least 78 instructional days in each semester. The remaining days shall be used for registration, final examinations, on-campus professional development, faculty workdays and annual conferences. The Summer Term shall include a minimum of 54 days with a minimum of 50 instructional days.

#### 3.3.2. Duty Days and Hours.

Full-time instructors, librarians, and counselors/advisors employed on a nine-month contract (Fall and Spring) shall work a minimum of 175 days. Full-time instructors, librarians, and counselors/advisors employed on a twelve-month contract shall work a minimum of 229 days. Those employed full-time for the summer shall work a minimum of 54 days.

The State Board of Education requires faculty members to spend a minimum of 35 hours per week on duty, exclusive of lunch periods and any other regularly scheduled breaks. This does not mean that every faculty member is required to be on duty seven hours each day, but it is intended that faculty have a regular schedule of instruction, student advising, and preparation that totals at least 35 hours per work week on campus. Faculty schedules, including office hours, must be approved by the Chief Academic Officer at the beginning of each semester. Office hour schedules shall be posted on the outside of each faculty member's office door during each semester.

Instructors who are late for work or absent from duty must take appropriate leave and are responsible for notifying the Division Chair or Program Director in order for substitutes and assignments to be arranged for missed classes.

### 3.3.3. Full-time Instructional Workload

State Board Policy states that a full-time instructor load shall be a minimum of 15 credit hours and a maximum of 16 credit hours, or the equivalent, as determined by the President, within a normal work week consisting of 35 hours exclusive of lunch and regularly scheduled breaks. Therefore, the standard or normal teaching load for full-time instructors at CVCC shall be 15-16 credit hours or the equivalent thereof as determined by the President for a Fall or Spring Semester (12-13 hours, or the equivalent, per summer term) and not less than 12 office hours or equivalent, 2 hours in the tutorial lab or advising center, and 6 other on-campus hours (8 on campus hours if no tutorial lab or advising center exist). If an instructor teaches 16 hours, one on-campus hour may be deducted; however, the total number of duty hours must remain at no less than thirty-five. No faculty member shall have a contact hour assignment that exceeds 30 hours per week. If a full-time instructor teaches an overload, he/she must show a total of at least 35 normal hours plus the number of overload credit hours on their schedule. It is expected that full-time faculty members will typically be on campus five days a week in order to meet the needs of students. Classes may be assigned during any of the times that the College is in session, whether day, evening, or weekend; however, Division Chairs and/or Program Directors will attempt to provide each instructor as compact a teaching day as is reasonable.

In designating teaching loads, the number of preparations and the number of students should be considered as well as hours taught. No distinction will be made between day, extended day, evening programs, or the course delivery mode. Instructors are employed to provide education to students at such time of day or evening, and at such location(s), as the College shall deem appropriate.

Care must be taken to prevent faculty from assuming or being assigned internal or external responsibilities that may encroach upon the quality or quantity of work to be performed by the faculty member. Faculty workload is monitored each term by the Division Chair, Program Director and Chief Academic Officer through submission of the Instructor's Daily Schedule.

#### 3.3.3.1. Equivalency Assignments.

The President, at his/her discretion, may approve instruction-related equivalency assignments based upon the nature of the assignments, the amount of time required in the performance of the assignment, and service to the institution. Equivalency assignments may be made for special duty assignments that require extraordinary working hours and/or excessive amounts of duty time beyond what is normally expected and for which compensatory time is not permitted or recommended.

#### 3.3.3.2. Summer Term Teaching.

Employment during Summer Term is determined by the number of students enrolled for Summer Term, the variety of courses needed by the students, the number of instructors needed to provide for the instruction required, and the availability of adequate funding, as determined by the President after consultation with the CAO. Contracts for Summer Term are issued after registration for Summer Term. Instructors are employed for a minimum of 54 workdays during the summer, including at least 50 days of instruction.

Division Chair and Program Directors shall have first option for summer employment. Other employment for full-time instructors during Summer Term is based upon the institutional rotation policy, the available courses to be taught for which the respective instructor is employed to teach, and the available course offerings that the instructor is qualified to teach. Courses requiring specific expertise and instructor qualifications, i.e., psychiatric nursing, will always be reserved for instructors with the needed expertise and qualifications as determined by the Division Chair/Program Director and the CAO. Instructors who hold full time, nine-month contracts shall have first option, after Division Chairs/Program Directors, for employment in the Summer Term, provided there is sufficient student enrollment, there is sufficient funding for the course, the instructor is contracted during the academic year and qualified to teach the course offering scheduled, and the instructor is in line to be hired by the Institutional Rotation Policy shown below.

If there is insufficient student enrollment to offer a full-time, nine-month instructor a full-time contract for the Summer Term based upon the standard institutional load for the College, instructors who are next in line to teach the respective available courses, according to the Institutional Rotation Policy, shall be given first option to teach a reduced load on a pro rata payment basis.

A full-time load at the College for a Fall or Spring Semester has been determined to be a minimum of 15 credit hours and a maximum of 16 credit hours, or the equivalent, (whereas a full-time load at the College for a Summer term has been determined to be a minimum of 12 credit hours and a maximum of 13 credit hours or the equivalent), as determined by the President, with a normal work week consisting of 35 hours minimum, exclusive of lunch and other regularly scheduled breaks. Therefore, for a Fall or Spring Semester, a reduced load is defined as being a teaching load of less than 15 credit hours (and a reduced load for a Summer term is defined as being a teaching load of less than 12 credit hours) with the total hours included in the work week reduced in proportion to the rate of compensation and including other responsibilities commensurate with full-time instruction. There is a clear distinction between full-time instructors who teach a reduced load and part-time instructors who teach three or fewer courses, who have no other equivalent responsibilities to the College, and who are required to work less than 20 hours per week.

Full-time librarians and counselors/advisors (or other non-instructional employees on the D Salary Schedule) shall have options for summer employment consistent with full-time instructors, provided there is sufficient enrollment to warrant full-time or reduced employment, and provided that sufficient funding is available, as determined by the President. Full-time librarians and counselors/advisors (or other non-instructional employees on the D Salary Schedule) have a normal workweek consisting of 40 hours minimum, exclusive of lunch and other regularly scheduled breaks.

Compensation for Summer Term employment shall be a pro-rata amount based upon the number of credit hours taught during the term. The instructor may choose from two options: (1) the instructor may teach the course(s) assigned and the same office and on-campus hours as a part-time instructor and, thus, be compensated at the prevailing part-time rate at the College, or (2) the instructor may teach the course(s) assigned and observe the office and on-campus hours of a full-time faculty member and be compensated at the rate consistent with the amount designated on Salary Schedule D for the faculty member's appropriate rank and step. If the faculty member teaches fewer than 12 credit hours, he/she shall schedule a proportionate number of office and on-campus hours and is paid a pro-rata amount of the amount designated on Salary Schedule D. Full-time instructors only have first option to teach those courses for which they received employment

contracts to teach and were compensated for during the academic year. For example, whereas a full-time Summer Term instructor would be required to have a schedule of at least 35 hours, including teaching, office hours, and other on-campus duties, an instructor teaching six credit hours for the Summer Term would be required to have a total weekly work schedule of 17 ½ hours and would be compensated at 50% of the instructor's normal rate of compensation.

The monetary compensation for a full-time instructor who teaches a reduced load of less than 12 credit hours shall be a pro-rata share of the established salary schedule based upon the instructor's rank and level. The pro-rata share will be calculated by dividing the number of credit hours taught for the semester by the standard instructional load for the College as established by the President. Approved Chair stipends/releases are only extended for terms during which Division Chairs/Program Directors work full-time. Additionally, the requirements for the stipend stated in the state salary schedule guidelines must be fulfilled.

This Summer Employment Policy is subject to review and revision (with or without advance written notice) on a periodic basis.

#### 3.3.3.3. Institutional Rotation Policy.

Each Division Chair shall develop a rotational system in each discipline in each division. The rotational system shall fully delineate the priorities and order of commitments of full-time instructors based upon the seniority principle, the rotation principle, or a combination thereof. The division rotation plan shall be placed on file in the CAO's office for future reference.

Full-time faculty members shall be issued either a semester or nine-month Letter of Appointment, and Division Chairs/Program Directors shall be placed on nine-month contracts and shall have first priority for summer employment if sufficient course work is available in the area(s) in which they possess the necessary credentials and appropriate experience, regardless of where they may be in the rotational system.

All full-time faculty members employed at the College shall be placed on a seniority-based rotational system within subject matter areas of each division or other area of certification. The following guidelines are utilized in placing faculty members in the rotational system within divisions: date of initial full-time employment at the College and date of application for full-time employment. The date of application for full-time employment will be used in the event of more than one faculty member sharing the same date of initial full-time employment.

Newly appointed, full-time faculty members will be placed on the rotational system at the bottom of the list the first summer and subsequent summers through the completion of the respective faculty member's third year of continuous full-time employment. Division Chairs/Program Directors shall maintain a place within the rotational system, even though they retain the right of first assignment. The purpose of Division Chairs/Program Directors remaining in the rotation is in case a Division Chair/Program Director resigns the assignment or is replaced, he/she will receive Summer Term assignments according to his/her position in the rotational system.

The option to teach a full load, or the accumulated equivalent thereof, will be the determinant in the rotational system. If full-time employment is available and the faculty member opts not to take full-time employment, he/she will nevertheless rotate in the rotational system. An instructor at the top of the list, who accumulates the equivalent of a full-time teaching load over two or more years, will

be rotated after the summer in which the equivalent full-time load is offered. Any faculty member may opt to pass the opportunity to teach less than a full load without penalty, unless the hours offered plus the hours previously taught will total to the full-time equivalent. Should this situation occur, the faculty member will rotate regardless of whether he/she opts to teach.

Only those hours taught by a faculty member when he/she is at the top of the rotation list will be counted toward rotation. If a faculty member at the top of the rotation list accumulates hours in excess of 13, the excess hours will be carried over and will count toward rotation only when the faculty member is again at the top of the rotation list.

A member of the faculty who has the option for full-time teaching may choose to exchange his/her option to teach with another faculty member. The provisions for its exchange may be recorded on a Memorandum of Understanding signed by both faculty members and the respective Chair/Program Director and approved by the CAO and the President. An exchange of this nature must not adversely affect any other faculty member's option to teach on the rotational list.

Should a faculty member be prevented from teaching during the Summer Term by an emergency (e.g., personal health reasons), as determined by the CAO and the President, then that faculty member will not lose his/her position on the rotation list.

Full-time instructors only have the option to teach Summer Term courses for which they were employed and qualified and for which they were compensated during the Fall and/or Spring Semester(s) of the same academic year.

#### 3.3.3.4. Teaching Overloads.

A full-time instructor may be employed to teach a minimum of one three or four-credit-hour course per term for pay only if requested by the faculty member and approved by the President or the President's designee. The overload course must be taught outside the instructor's normal 35-hour workweek, and the pay must be at the prevailing part-time compensation rate for the College.

Overloads with pay will be approved only for instructors who teach at least the minimum full-time load (or equivalent as determined by the President), including at least 15 credit hours for a Fall or Spring Semester and at least 12 credit hours for a Summer term. The additional compensation will be for the number of credit hours in the overload course approved by the President. (In the case of an overload, the College reserves the right to assign extra duties for the 16th or 13th hour of the normal load respectively for a Fall/Spring Semester or a Summer term or to have one hour of the overload applied to the normal instructional load).

#### 3.3.4. Course Outlines, Syllabi, and Examinations. (Exhibit 3-3)

It is the responsibility of each faculty member to provide his/her students and his/her Division Chair/Program Director with a course outline and/or syllabus for each course assigned to him/her. Those documents are to be structured in a format approved by the CAO and are to be given to students at the first class meeting and to Division Chairs/Program Directors by the end of the first week of classes for each term. Copies of such outlines and syllabi are to be maintained in the office of the Chief Academic Officer (and on the CVCC intranet).

Each course syllabus must include at least the following: course description, textbook requirements, course objectives, course competencies/content objectives, essential functions, academic

misconduct policy, ADA compliance statement, attendance policy, course requirements, grading criteria, grading scale, STARS statement, course number, course name, credit hours, instructor name, and contact information.

### 3.3.5. Instructor's Daily Schedule.

Each term, all instructors are required to submit an Instructor's Daily Schedule form detailing the respective instructor's teaching schedule, office hours, lunch schedule, on-campus hours, and other assignments. This form is submitted to the Division Chair/Program Director and then the CAO for final approval. The CAO's monitoring and approval ensures that faculty are protected from assuming or being assigned internal or external responsibilities that might encroach upon the quality or quantity of the work they are employed to perform for CVCC (Exhibits 3-4 and 3-5).

### 3.3.6. Instructor Class Attendance/Absence

It is the responsibility of all faculty to meet their regularly scheduled classes according to published times, days, and assigned room. If a faculty member must be absent or late for class for any reason, he/she must contact the Division Chair/Program Director and office of the CAO (or the official responsible for evening classes) so that appropriate arrangements can be made. In no case shall an absence go unreported.

Since part-time instructors do not receive sick leave or personal leave, all adjunct absences must be documented by an Adjunct Faculty Absence Report (Exhibit 3-6), which must be submitted by the Division Chair/Program Director to the CAO. If an adjunct instructor accumulates three absences, in a semester, a reduction in compensation for a part-time instructor will be made in an amount equaling the number of hours missed times the hourly rate.

Arrangements for classes when an instructor is absent are the responsibility of the instructor and the Division Chair/Program Director. When a faculty member is absent, associates in the division may be asked to assume those teaching duties. Qualified substitutes will be employed by the College for instructors requiring extended absences. The substitute instructor will be paid consistent with state policy. In the event that an instructor cannot reach the Division Chair/Program Director, he/she is required to contact the CAO or the Evening Program Director. Instructors who are absent from class without permission will be considered neglectful of duty and may, depending on the circumstances, be subject to appropriate disciplinary action, which may include suspension and/or dismissal.

#### 3.3.6.1. Substitutes. (Exhibit 3-7)

When substitute instructors are used at the College, it shall be the responsibility of the President to provide for the payment of these instructors in the institutional budget each year. Substitute instructors shall be paid on a local substitute payment schedule; provided, however, that when full-time CVCC faculty members serve as substitute instructors, they may be compensated by being given adjusted schedules, as approved by the Division Chair/Program Directors and CAO. Such adjusted schedules for full-time faculty may only be taken at such times as to not unduly disrupt or adversely affect the normal operations of CVCC. In no event shall a faculty member be approved to adjust their schedule for time off during a scheduled class, lab, required meeting, or registration. Substitute instructors for courses covered by a licensing board should meet the qualification standards established by the licensing board.

### 3.3.6.2. Leaving Class Unattended

Faculty members are expected to be present in the class room for the full time that the class has been scheduled. Only in emergencies and extreme unforeseen conditions should the faculty member leave his/her scheduled class unattended.

### 3.3.6.3 Dismissal of Class

Classes may be dismissed by the instructor only with the permission of the Chief Academic Officer. Faculty members are expected to teach their classes for the full scheduled time.

## 3.4. FACULTY PERSONNEL POLICIES

### 3.4.1. Academic Freedom.

The faculty at CVCC shall abide by institutional policies based upon those set forth by the American Association of University Professors regarding academic freedom. The Alabama Community College System as a whole also supports the concept of Academic Freedom (Exhibit 3-8). These policies are as follows:

1. The instructor is entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties; but research for pecuniary return which involves the use of College work time or College resources shall be allowed only upon an advanced written agreement between the faculty member and the President of the Institution.
2. The instructor is entitled to reasonable freedom in the classroom discussing the subject of the class but should be careful to avoid emphasis on topics that have no relation to the subject.
3. A college instructor is a citizen, a member of a learned profession and an official of an educational institution. When the instructor writes or speaks exclusively as a citizen, he/she should be free of institutional censorship or discipline, but his/her unique position in the community imposes special obligations. As a person of learning and an educational official, he or she should remember that the public may judge his/her profession and institution by his/her utterances. Hence, at all times instructors must be accurate, exercise appropriate restraints, show respect for the opinions of others and should make every effort to indicate that he/she is not an institutional spokesperson.

#### 3.4.1.1. Legal Restrictions.

Because of the status of CVCC as a state-operated institution, there are limitations on the activities of instructors beyond those normally applicable to instructors in private colleges. Among such additional limitations are those imposed by State ethics laws and State restrictions against the use of College time, facilities, equipment, or other resources for personal, private gain, or for political purposes.

### 3.4.2. Professional Development.

In order to ensure that the quality and content of instruction reflects the changes in our rapidly evolving environment, and that the quality of services provided to students are better than average,