

# OPERATIONS MANUAL

<b>Title: FACULTY ASSIGNMENTS AND LOAD MANUAL</b>	<b>Page: 1 of 39</b>	
	<b>Effective Date: 2-28-20</b>	
	<b>HCC Rule: N/A</b>	
	<b>HCC Procedure: N/A</b>	
<b>Approval Signature(s):</b>	<i>Richard Senker</i>	2/28/2020
<b>Vice President of Academic Affairs</b>		<b>Date</b>

## PURPOSE

The purpose of this operations manual is to provide guidelines for faculty assignments and faculty load processing for credit courses, based on the *Agreement Between the District Board of Trustees of Hillsborough Community College and the Faculty United Service Association* (the FUSA contract). Procedures for full-time faculty teaching assignments as well as awarding load and overload points are set forth in the FUSA contract (Articles 8.2 through 8.6), and this operations manual serves to provide more detail on those procedures. The FUSA contract language supersedes this operations manual.

This manual has four sections. Section 1 provides an overview of load points and related topics for full-time and part-time faculty. Section 2 describes the types of courses offered at HCC as well as definitions for each. Section 3 provides a comprehensive table listing all courses that vary from a standard lecture course type, and Section 4 provides tables indicating assignment of points by course type (lecture, laboratory, "C" courses, etc.) that display the number of course credits, contact minutes per week, contact minutes per term, and points assigned to faculty.

## SECTION 1: LOAD POINTS

### A. FULL-TIME FACULTY

#### 1. Assignments

Administrative supervisors of faculty members will be responsible for assignments of the faculty members under their supervision.

#### 2. Overload

- i. Faculty members who wish to teach for overload points will submit their overload request(s) on the Schedule and Overload Request form to their immediate Administrative Supervisors or designee. Any changes to the requests must be submitted in writing no less than two (2) weeks prior to the first instructional day of the term.
- ii. A faculty member's administrative supervisor has authority to approve up to 90 load points of overload for the fall and spring terms and 240 load points of

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overload for the summer term (90 points for 12 month faculty) as described in Article 8.4 of the Contract.

- iii. The vice president of academic affairs (VPAA) must approve anything in excess of 90 points of overload for the fall or spring term or 240 points of overload for the summer.
- iv. Any emergency requests for excess overload points must be submitted with rationale to the VPAA prior to the beginning of the assignment. Emergency situations may include the need to replace a faculty member in an existing assignment with another whose points may now be in excess of the approved number.
- v. Loads that are within ten points more than the maximums cited above meet the precedent set by FUSA contract language (Article 8.4.D.3).

### 3. Distance Learning

Full-time faculty are limited to 90 load points of in-load for distance learning courses, within ten (10) load points either more or less. Hybrid sections and release time do count for on-campus, in-load courses. Exceptions to the 90 points limitation are made by the VPAA and include the following:

- i. The faculty member is not on campus because of a temporary, personal situation involving illness, caring for a family member, or something similar, the dean may approve him or her to teach distance learning courses. In addition to the VPAA, the dean should involve HR in these situations.
- ii. The faculty member is assigned to a class that would not be covered otherwise; e.g., the initial assignment failed to come through and emergency staffing is required.

### 4. Release Time

The FUSA Contract identifies situations in which release time(s) are granted to faculty members on assignments such as chairing the Academic Affairs Committee, serving as department chairs, and other special assignments. Examples of release time are included in the FUSA Contract and are also listed below:

- i. Campus academic deans may recommend a full-time faculty member for release-time assignments to their campus presidents.

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- ii. The VPAA may request release time for faculty on special assignments or committees and will provide the budgetary support to compensate the campuses for that release time.
- iii. Release time can be assigned to cover part or all of a teaching load for full-time faculty for a term.

## B. Part-Time Faculty

1. Administrative supervisors (generally academic deans) have the authority to assign adjunct load points. They may delegate this authority to department chairs or other designees, but the administrative supervisor is responsible for monitoring adjunct loads.
2. During the fall and spring terms, adjunct instructors may be assigned to a teaching load of up to 120 points per term. If an adjunct instructor also works on a part-time basis in another capacity at HCC, the total time worked may not exceed the maximum allowable work week for part-time employees.
3. To calculate the maximum time, each credit hour should be equated to two (2) clock hours and 15 minutes (0.25 clock hour), and ten minutes should be calculated for each credit hour for office hour purposes.
4. The summer term follows a different formula. For a six-week summer assignment, the teaching load may not exceed 60 points. For an eight-week assignment, the teaching load may not exceed 80 points. For a 10-week assignment, the teaching load may not exceed 100 points, and for a 12-week assignment, the teaching load may not exceed 120 points.
5. These assignments do not take into account any additional part-time employment. To calculate the maximum time for an employee who functions as an adjunct in addition to other part-time work, each credit hour should be equated to 2.25 clock hours as described above, adding ten minutes for each credit hour for office hour purposes.
6. Table I. *Adjunct Point Load to Work Hour Conversion* on the following page should be used to calculate adjunct work weeks. Adjunct music faculty teaching applied music courses must not exceed 29 hours per work week. Table 1 is also reproduced on the last page of this manual.
7. An academic dean should review faculty workload in Colleague or other available reports to ensure that part-time faculty are not exceeding the workloads described above.
8. Administrative Teaching Assignments
  - i. Administrators may request to teach courses and serve as part-time faculty for HCC. Form 2-1-109 Administrator/Staff Teaching Assignment Request must be

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completed by the administrator. The form is available at <http://www.hccfl.edu/gwsc/hr/hr-forms/forms-by-name.aspx>.

- ii. Administrators must submit their request to their own administrative supervisors at least three weeks prior to the term.
- iii. All requests which have been approved by the immediate administrative supervisor must then be submitted to the VPAA for approval.

### Adjunct Point Load to Work Hour Conversion

Load points	Credit hour	Fall & Spring Terms		Summer							
				6 week (60 pts max)		8 week (80 pts max)		10 week (100 pts max)		12 week (120 pts max)	
				# of clock hrs per work week C = 2.25	# hours per week with office hours	# of clock hrs per work week C = 2.25	# hours per week with office hours (converted to hrs and minutes)	# of clock hrs per work week C = 2.25	# hours per week with office hours (converted to hrs and minutes)	# of clock hrs per work week C = 2.25	# hours per week with office hours (converted to hrs and minutes)
10	1	2.25*	3.25**	2.08C=4.69	4 hrs, 52 min	1.56C=3.51	3 hrs, 40 min	1.25C=2.81	3 hrs	1.04C=2.34	2 hrs, 31 min
20	2	4.5	5.5	4.17C=9.38	9 hrs, 33 min	3.13C=7.05	7 hrs, 13 min	2.5C=5.62	5 hrs, 47 min	2.08C=4.69	4 hrs, 52 min
30	3	6.75	7.75	6.25C=14.06	14 hrs, 14 min	4.7C=10.58	10 hrs, 35 min	3.75C=8.44	8 hrs, 36 min	3.13C=7.03	7 hrs, 13 min
40	4	9	10	8.33C=18.75	18 hrs, 55 min	6.27C=14.10	14 hrs, 16 min	5C=11.25	11 hrs, 25 min	4.17C=9.38	9 hrs, 33 min
50	5	11.25	12.25	10.42C=23.44	23 hrs, 36 min	7.83C=17.63	17 hrs, 48 min	6.25C=14.06	14 hrs, 14 min	5.21C=11.72	11 hrs, 53 min
60	6	13.5	14.5	12.5C=28.13	28 hrs, 18 min	9.4C=21.15	21 hrs, 19 min	7.5C=16.88	17 hrs, 3 min	6.25C=14.06	14 hrs, 14 min
70	7	15.75	16.75			10.97C=24.68	24 hrs, 51 min	8.75C=19.69	19 hrs, 51 min	7.29C=16.41	16 hrs, 35 min
80	8	18	19			12.53C=28.2	28 hrs, 22 min	10C=22.5	22 hrs, 40 min	8.33C=18.75	18 hrs, 55 min
90	9	20.25	21.25					11.25C=25.31	25 hrs, 29 min	9.38C=21.09	21 hrs, 15 min
100	10	22.5	23.5					12.5C=28.13	28 hrs, 18 min	10.42C=23.44	23 hrs, 36 min
110	11	24.75	25.75							11.46C=25.78	25 hrs, 57 min
120	12	27	28							12.5C=28.13	28 hrs, 18 min

\* Based on IRS ACA Rule (1.25 hour preparation + 1 hour instruction)  
 \*\* Based on IRS ACA Rule (1.25 hour preparation + 1 hour instruction + 1 office hour per week)  
 \*\*\* When combining adjunct and part-time hours, use the number of hours in a standard workweek from the adjunct hour conversion chart in conjunction with other part-time assignment(s) to determine if employee is scheduled for less than 30 hours per workweek.  
 \*\*\*\* The maximum number of points for an academic year is 360.

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## SECTION 2: COURSE TYPES AND DEFINITIONS FOR COURSES OTHER THAN LECTURE COURSES

Article 8.2 of the FUSA Contract defines course delivery and provides value by major function of faculty load. The FUSA Contract stipulates that all courses offered at the College will be designated as one of the following:

1. Distance Learning
2. Lecture
3. Laboratory\Stimulation
4. Clinical
5. Faculty of Record
6. Applied Music Course
7. Workshop Course
8. Independent Study Course

Within the categories listed above, variants exist in Hillsborough Community College's (HCC's) information system (Colleague). This document provides additional information related to these variants for assigning contact hours to courses and load points to faculty.

For each course type below, if a FUSA contract definition is available, it is provided, followed by minor additions as appropriate. Minor additions are included for clarity relevant to the actual calculation of points. These clarifications do not supplant the definitions of the FUSA contract.

1. Activity (ACTY) – courses including this code are physical education activity courses. An activity course combines lecture and activities. The percentage of the course that is lecture and the percentage that is activity-based is provided through the Academic Affairs approval process. The majority of these courses are two credit Physical Education courses where one credit is lecture-based and one credit is two hours of activities.
2. Applied Music (AMUS) – Article 8.2.A.6. defines applied music courses as *a student-performance-based course in which there is only one-to-one interaction between the instructor and the student for the duration of at least one contact hour per week.* Article 8.2.B.6. states, *A course taught by a full-time faculty member will be compensated at the rate of 4 load points for each half hour of applied music instruction, not to exceed 32 points per term.* In practice, applied music lessons are offered in 30 minute and 60 minute sessions. Any given instructor may have one or multiple students in a session. For each section, the dean/department chair totals the number of students assigned to a faculty member and multiplies the total by four or eight, depending on the length of the session (one half hour or an hour).
3. Apprenticeship/Co-op (APPR) – Courses including this code are associated with apprenticeship programs. Apprenticeship Programs are non-credit career-training programs that combine classroom instruction with on-the-job training. Program completers are trade-certified. Because these are non-credit courses, points are not used to calculate pay for this category.
4. On-line Continuing Education (CEONL) – Courses included this code are associate with non-credit continuing education courses. HCC continuing education courses and training opportunities are

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offered in a variety of formats, including on-line formats. More information about this category is available at <https://www.tampatraining.com/online-training/>. Because these are non-credit courses, points are not used to calculate pay for this category.

5. Clinical (CLIN) - Article 8.2.A.4. defines clinical courses as follows:

*A clinical course may have lecture hours and/or clinical hours, and each will be credited with points respectively. A clinical experience has unique characteristics which include:*

*The learning experience takes place in a "real life" environment that is generally located in an area not under the direct control of the College or its agents;*

*There is an element of uncertainty in the learning situation, with discrete events not being pre-programmed;*

*There are different procedures for the instructor/staff preparation and for student evaluation in a clinical experience than in lectures and/or laboratory classes;*

*A faculty member in a clinical situation has on-site instructional/supervisory responsibilities for the student and evaluates the student by personal observation.*

Article 8.2.B.4 states, *one (1) clinical contact hour per week equals 9.6 points.*

External accrediting requirements or other external mandates such as hospital requirements affect the ratio of instructor to students in clinical courses. Additionally, clinical pay is based on the number of hours that the faculty is working with students. Consequently, clinical points do not follow a consistent formula that can be displayed in the table in Section 3. The Office of the Dean of Health Sciences maintains spreadsheets to calculate and document instructor pay each term. The reader is referred to Section 4.4 for more information on paying clinical instructors.

6. Combined Lecture/Lab "C" course (COMB) – Courses including this code combine lecture and lab experiences or lecture and clinical experiences. In general when "C" courses are created, detail is provided through the Academic Affairs approval process on how many credit hours are lecture-based and how many are lab- or clinical-based, which helps determine overall points. The portion of the course that is lab- or clinical-based must then be assigned the number of contact hours involved. For example, BSC 1025C *Nutrition and Drugs* is a three-credit hour course with two lecture-based credit hours and one lab-based credit hour that includes two contact hours, for a total of four contact hours per week. Instructors are assigned 36 points to teach this course (20 points for lecture credit; 16 points for lab credit, which has a 1:2 ratio of credit hours to contact hours). Exceptions to this formula occur to meet program needs. For example, MAC 2233C *Calculus for Business and Social Science* is a three-credit hour course that is offered for a total of four contact hours per week, but the three credit hours are not divided into lecture hours and lab hours to calculate the point load. Instead, the total contact hours per week are used to develop the formula to calculate load. Three of the contact hours are lecture-based, and one contact hour is lab-based. Therefore, for this course, instructors are paid 38 points (30 points for lecture credit; 8 points for lab credit).
7. Co-Op/Independent Study (COOP) – Courses including this code are primarily internships. In such courses, a clinical/work supervisor directs the student's work activities. A full-time faculty member develops performance-based modules and assigns grades based on the evaluation supplied by the clinical/worksite supervisors. A full-time faculty member supervises the students through

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coordination with the clinical or work supervisor and through scheduled visits to the clinic or work sites. If a course combines a clinical worksite and faculty-of-record responsibilities, the portion of the course devoted to clinical/worksite responsibilities will receive clinical/ worksite points, and the remaining portion will receive faculty-of-record points.

8. Distance Learning – Article 8.2.A.1. states *Distance Learning is defined by the Distance Learning Operations Manual. The [Operations Manual](#) states that distance learning and hybrid courses are bound by the same guidelines and administraton as all other courses at the college.* The table below, extracted from the manual, outlines the types of distance learning delivery methods:

<b>Delivery Method</b>	<b>Percent of Instruction Delivered only via Technology**</b>	<b>Instructional Minutes Delivered via Technology*** (Based on a 3 credit hour course)</b>
Distance Learning – Online	80 - 100%	1,800 – 2,250 minutes
Distance Learning - Hybrid	30 - 79%	675 - 1,799 minutes
Web Enhanced*	1 - 29%	Less than 674 minutes

HCC’s version of Colleague includes multiple distance learning course types, listed below:

- a. Distance Learning-Independent Study (DLIND)
  - b. Distance Learning Lab (DLLAB)
  - c. Distance Learning Multimedia (DLMMM)
  - d. Distance Learning-Online Class (DLONL)
9. Hybrid Asynchronous (HYBDA) – Courses including this code are delivered via technology from 30 to 79% of the time and not in “real-time” format.
10. Hybrid Synchronous (HYBDS) - Courses including this code are delivered via technology from 30 to 79% of the time and in “real-time” format.
11. Independent Study (INDEP) – Article 8.2.A.8. defines courses including this code as follows:  
*An independent study course section is one that has a college course prefix and number, utilizes a delivery method designed for one-on-one instruction, is an HCC established course, and complies with that course’s approved description and objectives. Article 8.2.B.8 stipulates For independent study assignments or directed research, a faculty member shall receive the equivalent of two overload points per student, up to a maximum of fifteen students, after which the 30-point maximum will be applicable without regard to the number of students.*

*If a course combines a lecture and laboratory section or a course combines a lecture and clinical section, the portion devoted to lecture will receive the lecture points, and the remaining portion will receive the laboratory points or clinical points.*

12. Laboratory (LAB) – Article 8.2.A.3. defines courses including this code as follows:  
*A laboratory or simulation course is one in which the contact hours per week do not equal the semester hours credit for the course. A laboratory experience involves preparation on the part of the instructor and/or laboratory assistant who organizes laboratory accoutrements in such a way that demonstrations, experiments, etc., have predictable outcomes. The laboratory experience takes*

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*place in a controlled environment with dependence on the student's motor involvement in the learning experience. Instruction generally takes place on a one-to-one basis between the student and the instructor at the laboratory station. Laboratory experiences may be scheduled for a class or be open to a student to work at his own pace under supervision.*

Lab credits to contact ratio is may be 1:1, 1:2, or 1:3. The majority of lab credit to contact hours are 1:2. The ratio determines how many hours the labs must meet and thus also determines the number of points per lab credit. No matter the credit to contact ratio, points are calculated by the contact hours.

13. Lecture (LECT) - Article 8.2.A.3. defines courses including this code as follows:

*A lecture course is one in which the number of contact hours per week equals the semester hours credit for the course. A lecture class is one in which the student is a passive listening and/or a participant in activities/ discussions conducted among other students and the instructor. The instructor actively controls the amount and quality of information which is directed to a specific objective. A lecture class is typified by the amount of preparation preceding the lecture and by the amount of in-class and post-evaluation of the student's out-of-class work, which usually includes reading assignments, term papers and other assignments.*

14. Practicum/Internship (PRAC) – Practicums and internships are experiences in which instructors act in the role of supervisors, and students are applying their learning in a setting that represents their profession. Instructors of practicums or internships are paid similarly to instructors of clinicals. The reader is referred to Section 4.4 for more information on pay in this category.

15. Split Points (SPLIT) – SPLIT is used to document load points that are overload points versus inload points for the same course. Instructional load for the course is entered on the SOFF screen, and the load is split between the inload instructional method and the split point instructional method.

16. Workshop (WORK) – Article 8.2.A.7 defines courses including this code as follows: *A workshop course involves performance or practice tacking place in a workshop, theatre, or studio environment.*

**Faculty of Record:** Although included as a category in the FUSA Contract, Faculty of Record is not included in Colleague as a course type code. Instead, an instructor who is assigned faculty-of-record responsibilities is assigned points in the FWKL screen. Article 8.2.B.5 stipulates that *one (1) faculty-of-record course credit hour equals eight (8) points. However, the maximum number of points awarded for a faculty-of-record course will not exceed forty (40) points.*

Article 8.2.A.5 defines Faculty of Record as follows: *In some clinical, practicum or cooperative education/ work experience courses, the student's primary learning experience may be through work-related training. In such courses, the student's work activities are directed by a clinical/work supervisor. In such courses, a full-time faculty member develops performance-based modules and assigns grades based on the evaluation supplied by the clinical/worksite supervisors. A full-time faculty member supervises the students through coordination with the clinical or work supervisor and through scheduled visits to the clinic or work sites. If a course combines a clinical worksite and faculty-of-record*



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*responsibilities, the portion of the course devoted to clinical/worksite responsibilities will receive clinical/worksite points, and the remaining portion will receive faculty-of-record points.*

In certain cases, the faculty-of-record designation is used to support the qualifications of another faculty member teaching a course. Another example of a case when the faculty-of-record designation is used is to replace an instructor during the term because of an emergency situation.

The faculty-of-record assignment is recorded in the faculty workload screen (FWKL) in Colleague. For each section for which the faculty-of-record is assigned, a comment should be included on the ASCI screen that a faculty of record is assigned.

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## SECTION 3: COMPREHENSIVE TABLE OF COURSES OTHER THAN LECTURE COURSES

The table below lists the six types of courses currently offered at HCC that have contact hours and instructional load assignments that vary from the standard, lecture-based formula; i.e., one credit hour equals one contact hour per week, 15 contact hours per term, and 10 load points. For several types of courses, the credit hour does not equate to an equal number of contact hours per week. For example, one-credit hour lab courses may meet from one to three contact hours per week. The “ratio” column in the table below clarifies the ratio between the credit hour and the contact hours.

Course	Course Title	Course Type	Lecture Hours	Other hours (e.g Lab, Clinical)	Ratio Other Hours to Contact Hours	Total Credit Hours	Contact Minutes per Week	Contact Hours per Term	Load
ART-1203C	Three Dimensional Design	COMB	1	2	1:2	3	250	75	42
ART-1300C	Drawing I	COMB	1	2	1:2	3	250	75	42
ART-2301C	Drawing II	COMB	1	2	1:2	3	250	75	42
ART-2400C	Printmaking I	COMB	1	2	1:2	3	250	75	42
ART-2401C	Printmaking II	COMB	1	2	1:2	3	250	75	42
ART-2500C	Painting I	COMB	1	2	1:2	3	250	75	42
ART-2501C	Painting II	COMB	1	2	1:2	3	250	75	42
ART-2600C	Introduction to Digital Art	COMB	1	2	1:2	3	250	75	42
ART-2701C	Sculpture I	COMB	1	2	1:2	3	250	75	42
ART-2702C	Sculpture II	COMB	1	2	1:2	3	250	75	42
ART-2750C	Ceramics I	COMB	1	2	1:2	3	250	75	42
ART-2751C	Ceramics II	COMB	1	2	1:2	3	250	75	42
ART-2950C	Professional Art Practices	COMB	1	2	1:2	3	250	75	42
ASL-1140C	American Sign Language I	COMB	2	1	1:2	3	200	60	36
ASL-1150C	American Sign Language II	COMB	2	1	1:2	3	200	60	36
AST-1002C	Astronomy	COMB	2	1	1:2	3	200	60	36
ATE-1110L	Animal Anatomy Laboratory	LAB	0	1	1:2	1	100	30	16
ATE-1311L	Veterinary Office Procedure Laboratory	LAB	0	1	1:2	1	100	30	16
ATE-1650L	Veterinary Clinical Practice Lab I	LAB	0	1	1:2	1	100	30	16
ATE-1652L	Vet Clinical Practice Lab II	LAB	0						27

NOTE: ATE-1652L is a 170 minute lab course. The formula used to calculate points are to take the number of contact minutes, multiply by 16, divide by 100, and round down. 170 contact minutes multiplied by 16 and divided by 100 = 27.

\*This course is paid based on the number of hours that faculty are working with students, and external mandates may require more than one instructor be assigned to a course. The reader is referred to Section 4, number 4.

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Course	Course Title	Course Type	Lecture Hours	Other hours (e.g Lab, Clinical)	Ratio Other Hours to Contact Hours	Total Credit Hours	Contact Minutes per Week	Contact Hours per Term	Load
ATE-1943	Veterinary Work Experience I	WORK	0	1	1:1	1	150	15	10
ATE-1944	Veterinary Work Experience II	WORK	0	1	1:1	1	150	15	10
ATE-2020C	Contemporary Clinical Issues	COMB	2	1	1:2	3	200	60	36
ATE-2631L	Small Animal Nursing Lab	LAB	0	2	1:2	2	200	60	32
ATE-2636C	Large Animal Clinical and Nursing Skills	COMB	1	1	1:2	2	150	45	26
ATE-2638L	Animal Clinical Pathology Laboratory I	LAB	0	2	1:2	2	200	60	32
ATE-2639L	Animal Clinical Pathology Laboratory II	LAB	0	2	1:2	2	200	60	32
ATE-2671C	Medicine of Laboratory Animals	COMB	1	1	1:3	2	200	60	32
ATE-2945	Veterinary Work Experience III	WORK	0	1	1:1	1	150	15	10
ATE-2946	Veterinary Work Experience IV	WORK	0	1	1:1	1	150	15	10
BCN-2291C	Construction Materials Testing	COMB	2	1	1:2	3	200	60	36
BCN-2939C	Construction Capstone	COMB	2	1	1:2	3	200	60	36
BSC-1005L	Biological Foundations Lab	LAB	0	1	1:2	1	100	30	16
BSC-1025C	Nutrition and Drugs	COMB	2	1	1:2	3	200	60	36
BSC-1026C	Reproductive Biology/Inheritance	COMB	2	1	1:2	3	200	60	36
BSC-1092L	Human Biology Lab	LAB	0	1	1:2	1	100	30	16
BSC-1420C	Introduction to Biotechnology	COMB	2	1	1:2	3	200	60	36
BSC-2010L	Biological Science I Laboratory	LAB	0	1	1:3	1	150	45	24
BSC-2011L	Biological Science II Laboratory	LAB	0	1	1:3	1	150	45	24
BSC-2085L	Human Anatomy & Physiology I Laboratory	LAB	0	1	1:3	1	150	45	24

\*This course is paid based on the number of hours that faculty are working with students, and external mandates may require more than one instructor be assigned to a course. The reader is referred to Section 4, number 4.

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Course	Course Title	Course Type	Lecture Hours	Other hours (e.g Lab, Clinical)	Ratio Other Hours to Contact Hours	Total Credit Hours	Contact Minutes per Week	Contact Hours per Term	Load
BSC-2086L	Human Anatomy & Physiology II Lab	LAB	0	1	1:3	1	150	45	24
BSC-2419C	Plant and Animal Cell Culture	COMB	2	1	1:2	3	200	60	36
BSC-2420L	Biotechnology I Lab	LAB	0	2	1:2	2	200	60	32
BSC-2427L	Biotechnology II Lab	LAB	0	2	1:2	2	200	60	32
BSC-2435C	Bioinformatics	COMB	2	1	1:2	3	200	60	36
CET-1112C	Basic Digital Systems	COMB	2	1	1:2	3	200	60	36
CET-1123C	Introduction to Microprocessors	COMB	2	1	1:2	3	200	60	36
CET-1172C	PC Upgrade & Repair-Hardware	COMB	2	1	1:2	3	200	60	36
CET-2113C	Digital Systems Analysis	COMB	2	1	1:2	3	200	60	36
CET-2152C	Advanced Microprocessors	COMB	2	1	1:2	3	200	60	36
CET-2335C	Total Microcomputer Systems	COMB	2	1	1:2	3	200	60	36
CHM-1020C	Chemistry & Society	COMB	2	1	1:2	3	200	60	36
CHM-1025L	Introductory Chemistry Laboratory	LAB	0	1	1:3	1	150	45	24
CHM-1032L	Chemistry for Health Sciences Laboratory	LAB	0	1	1:3	1	150	45	24
CHM-2045L	General Chemistry I Laboratory	LAB	0	1	1:3	1	150	45	24
CHM-2046L	General Chemistry II Laboratory	LAB	0	1	1:3	1	150	45	24
CHM-2210L	Organic Chemistry I Laboratory	LAB	0	1	1:3	1	150	45	24
CHM-2211L	Organic Chemistry II Laboratory	LAB	0	1	1:3	1	150	45	24
CHM-2910L	Guided Undergraduate Research	LAB	0	1	1:3	1	150	45	24
CHS-2440L	Gen Chem for Engineers Lab	LAB	0	1	1:3	1	150	45	24
CIS-2352C	Info Assurance Local Systems	COMB	2	1	1:2	3	200	60	36
CIS-2359C	Info Assurance Network Systems	COMB	2	1	1:2	3	200	60	36

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Course	Course Title	Course Type	Lecture Hours	Other hours (e.g Lab, Clinical)	Ratio Other Hours to Contact Hours	Total Credit Hours	Contact Minutes per Week	Contact Hours per Term	Load
CIS-2381C	Computer Forensics & Incident Response	COMB	2	1	1:2	3	200	60	36
CJE-1642C	Introduction to Crime Scene Technology	COMB	2	1	1:2	3	200	60	36
CJE-1643C	Advanced Crime Scene Technology	COMB	2	1	1:2	3	200	60	36
CJE-2671C	Latent Fingerprint Development	COMB	1	1	1:2	2	150	45	26
CJE-2672C	Fingerprint Classification	COMB	1	1	1:2	2	150	45	26
CJE-2770C	Forensic Photography	COMB	1	2	1:2		200	60	36
COP-2805C	Java Advanced	COMB	1	2	1:2	3	200	60	36
CTS-2301C	Unix/Linux Administration I	COMB	1	2	1:2	3	200	60	36
CVT 1191*	Introduction to Cardiovascular Practicum I	CLIN				3			
CVT-2621L	Cardiac Ultrasound II Lab	LAB	0	3	1:2	3	300	90	48
CVT-2840*	Cardiovascular Practicum I	CLIN				3			
CVT-2841*	Cardiovascular Practicum II	CLIN				3			
CVT-2842*	Cardiovascular Practicum III	CLIN				4			
DAA-1100	Mod Dance Basics Non Majors	WORK	0	1	1:3	1	100	45	24
DAA-1101	Modern Dance I	WORK	0	2	1:3	2	300	90	48
DAA-1102	Mod Dance Basics-Pre Majors	WORK	0	1	1:3	1	100	45	24
DAA-1104	Modern Dance II	WORK	0	2	1:3	2	300	90	48
DAA-1200	Ballet I	WORK	0	2	1:3	2	300	90	48
DAA-1201	Ballet Basics-Non Majors	WORK	0	1	1:3	1	100	45	24
DAA-1202	Ballet Basics Pre-Majors	WORK	0	1	1:3	1	100	45	24
DAA-1204	Ballet II	WORK	0	2	1:3	2	300	90	48
DAA-1610L	Dance Composition I	LAB	0	2	1:2	2	200	60	32
DAA-1680L	Dance Ensemble	LAB	0	1	1:2	1	100	30	16

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DAA-1931	Special Topics in Dance	WORK	0	1	1:3	1	150	45	24
DAA-1932	Special Topics in Dance	WORK	0	1	1:3	1	150	45	24
DAA-1933	Special Topics in Dance	WORK	0	1	1:3	1	150	45	24
DAA-1934	Special Topics in Dance	WORK	0	1	1:3	1	150	45	24
DAA-1935	Special Topics in Dance	WORK	0	1	1:3	1	150	45	24
DAA-1936	Special Topics in Dance	WORK	0	1	1:3	1	150	45	24
DAA-1937	Special Topics in Dance	WORK	0	1	1:3	1	150	45	24
DAA-1938	Special Topics in Dance	WORK	0	1	1:3	1	150	45	24
DAA-1939	Special Topics in Dance	WORK	0	1	1:3	1	150	45	24
DAA-2105	Modern Dance III	WORK	0	2	1:3	2	300	90	48
DAA-2106	Modern Dance IV	WORK	0	2	1:3	2	300	90	48
DAA-2205	Ballet III	WORK	0	2	1:3	2	300	90	48
DAA-2206	Ballet IV	WORK	0	2	1:3	2	300	90	48
DAA-2500L	Jazz Dance	LAB	0	1	1:2	1	100	30	16
DAA-2611	Dance Improvisation	WORK	0	2	1:2	2	200	60	32
DAN-1600C	Music for Dance	COMB	1	1	1:2	2	150	45	26
DAN 1750	Dance Conditioning	WORK	0	2	1:3	2	300	90	32
DEH-1002L	Dental Hygiene Instrumentation Lab	LAB	0	2	1:3	2	300	90	48
DEH-1800C*	Clinical Dental Hygiene I	CLIN				3			
DEH-1802C*	Clinical Dental Hygiene II	CLIN				2			
DEH-2702L*	Community Dental Health Practicum	CLIN				1			
DEH-2804C*	Clinical Dental Hygiene III	CLIN				3			
DEH-2806C*	Clinical Dental Hygiene IV	CLIN				4			
DES-1020C*	Oral, Head & Neck Anatomy	CLIN				2			
DES-1100L	Dental Materials Lab	LAB	0	1	1:3	1	150	45	24

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Course	Course Title	Course Type	Lecture Hours	Other hours (e.g Lab, Clinical)	Ratio Other Hours to Contact Hours	Total Credit Hours	Contact Minutes per Week	Contact Hours per Term	Load
DES-1200L	Dental Radiology Lab	LAB	0	1	1:3	1	150	45	24
DES-1800L	Introduction Clinical Procedures I Lab	LAB	0	1	1:3	1	150	45	24
DES-1830C	Expanded Duties for Dental Hygienists	CLIN				2			
EAP-1500L	Speech/Listening Lab V	LAB	0	1	1:2	1	100	30	16
EAP-1520L	Reading Lab V	LAB	0	1	1:2	1	100	30	16
EAP-1540L	Writing Lab V	LAB	0	1	1:2	1	100	30	16
EAP-1620L	Reading Lab VI	LAB	0	1	1:2	1	100	30	16
EAP-1640L	Writing Lab VI	LAB	0	1	1:2	1	100	30	16
EET-1036C	Basic AC and DC	COMB	2	1	1:2	3	200	60	36
EET-1037C	Circuit Analysis	COMB	2	1	1:2	3	200	60	36
EET-1083C	Electronics Orientation	COMB	2	1	1:2	3	200	60	36
EET-1141C	Solid State Devices	COMB	2	1	1:2	3	200	60	36
EET-1142C	Solid State Circuits	COMB	2	1	1:2	3	200	60	36
EET-2155C	Linear Integrated Circuits	COMB	1	2	1:2	3	250	75	42
EET-2326C	Communications Systems I	COMB	1	2	1:2	3	250	75	42
EGN-2122C	Geometric Dimensioning/ Tolerancing	COMB	2	1	1:2	3	200	60	36
EMS-1119L	Emergency Medical Technician Practicum	LAB	0	3	1:2	3	300	90	48
EMS-1431*	Emergency Medical Technician Clinical	CLIN				1			
EMS-2551C	Advanced Cardiac Life Support	COMB	1	1	1:2	2	150	45	26
EMS-2617C	Assessment-Based Mgmt & Proficiency	COMB	1	1	1:2.5	2	175	52.5	30
EMS-2666*	Paramedic Clinical I	CLIN				3			
EMS-2667*	Paramedic Clinical II	CLIN				3			
EMS-2668*	Paramedic Clinical III	CLIN				3			
ESC-1000L	Earth Science Laboratory	LAB	0	1	1:2	1	100	30	16

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ETD-1320C	Computer Aided Drafting for Engineering	COMB	2	1	1:2	3	200	60	36
ETD-1340C	Intermediate CAD	COMB	2	1	1:2	3	200	60	36
ETD-2364C	Intro-3d Computer Aided Design	COMB	2	1	1:2	3	200	60	36
ETI-1810C	Intro Electricity-Electronics	COMB	2	1	1:2	3	200	60	36
ETM-1010C	Mech Measurement and Instrumentation	COMB	1	2	1:2	3	250	75	42
ETS-1603C	Fund of Robotics and Simulatio	COMB	2	1	1:2	3	200	60	36
ETS-2210C	Introduction to Photonics	COMB	2	1	1:2	3	200	60	36
ETS-2230C	Introduction to Lasers	COMB	2	1	1:2	3	200	60	36
EVR-1001H	Honors Environmental Science	COMB	2	1	1:2	3	200	60	36
EVS-2005C	Treatment of Water & Wastewater	COMB	3	1	1:2	4	250	75	48
EVS-2893C	Environmental Sampling & Analysis I	COMB	3	2	1:2	5	350	105	62
EVS-2894C	Environmental Sampling & Analysis II	COMB	3	2	1:2	5	350	105	62
EVS-2895C	Environmental Sampling & Analysis III	COMB	3	2	1:2	5	350	105	62
FAS-1012C	Aquacultural Organisms	COMB	2	1	1:2	3	200	60	36
FAS-1401L	Aquacultural Laboratory Techniques	LAB	0	3	1:2	3	300	90	48
FAS-1404C	Aquacultural Field Techniques	COMB	2	1	1:1	3	150	45	28
FAS-2240C	Aquacultural Nutritional Techniques	COMB	2	1	1:2	3	200	60	36

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Course	Course Title	Course Type	Lecture Hours	Other hours (e.g Lab, Clinical)	Ratio Other Hours to Contact Hours	Total Credit Hours	Contact Minutes per Week	Contact Hours per Term	Load
FAS-2253L	Aquacultural Disease Processes Lab	LAB	0	1	1:2	1	100	30	16
FAS-2263C	Aquacultural Reproductive Techniques	COMB	2	1	1:2	3	200	60	36
FAS-2353C	Aquaculture Management Practices	COMB	2	1	1:2	3	200	60	36
FAS-2941L	Aquaculture Field Experience I	LAB	0	1	1:3	3	300	90	48
FAS-2942L	Aquaculture Field Experience II	LAB	0	1	1:3	3	300	90	48
FAS-2943L	Aquaculture Field Experience III	LAB	0	1	1:3	3	300	90	48
FFP-2490C	Chemistry of Hazardous Materials	COMB	2	1	1:2	3	200	60	36
FSS-1063C	Food Specialties I (Baking)	COMB	2	1	1:2	3	200	60	36
FSS-1223C	Food Preparation for Managers	COMB	2	2	1:2	4	300	90	52
FSS-1248C	Food Specialties II (Garde Manger I)	COMB	2	1	1:2	3	200	60	36
GLY-2010L	Physical Geology Laboratory	LAB	0	1	1:2	1	100	30	16
GRA-2156C	Digital Illustration	COMB	1	2	1:2	3	250	75	42
HIM-1112C	Electronic Health Records	COMB	1	1	1:2	2	150	45	26
HIM-2272C	Medical Billing & Insurance II	COMB	2	1	1:2	3	200	60	36
HIM-2275C	Medical Billing and Insurance I	COMB	2	1	1:2	3	200	60	36
IDS 2912L	Undergrad Resear Exp in Nat Sc	LAB	0	2	2:5	2	250	75	40
IHS-2110C	Intro Global Health/Select Cntry	COMB	?	?	?	3	300	105	58
JOU-1400L	Journalism Laboratory	LAB	0	1	1:2	1	100	30	16
JOU-2100C	Journlstic Writing & Reporting	COMB	3	1	1:2	3	250	75	42

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Course	Course Title	Course Type	Lecture Hours	Other hours (e.g Lab, Clinical)	Ratio Other Hours to Contact Hours	Total Credit Hours	Contact Minutes per Week	Contact Hours per Term	Load
MAC-2233C	Calc for Business and Soc Sci	COMB	3	0 (1 contact hour)	1:1	3	200	60	38
MCB-1060L	Food Microbiology Laboratory	LAB	0	1	1:2	1	100	30	16
MCB-2000L	Microbiology Laboratory	LAB	0	1	1:3	1	150	45	24
MCB-2910L	Guided Undergraduate Research	LAB	0	1	1:2	1	100	30	16
MET-2010C	Meteorology	COMB	2	1	1:2	3	200	60	36
MLS-2001L	Laboratory Techniques I	LAB	0	3	1:2	3	300	90	48
MLS-2002L	Laboratory Techniques II	LAB	0	4	1:2	4	400	120	64
MLS-2003L	Laboratory Techniques III	LAB	0	2	1:2	2	200	60	32
MLS-2830*	Medical Lab Clinical I	CLIN				2			
MLS-2831*	Medical Lab Clinical II	CLIN				5			
MMC-2100C	Writing for Mass Communications	COMB	3	1	1:2	3	250	75	42
MSL-1001C	Leadership & Personal Development	COMB	1	1	1:2	2	150	45	26
MSL-1002C	Introduction to Tactical Leadership	COMB	1	1	1:2	2	150	45	26
MSL-2101C	Innovative Team Leadership	COMB	1	1	1:2	2	150	45	26
MSL-2102C	Foundations of Tactical Leadership	COMB	1	1	1:2	2	150	45	26
MUN-1120	Concert Band I	LAB	0	1	1:3	1	150	45	24
MUN-1310	Chorus	LAB	0	1	1:2	1	150	45	24
MUN-1340	Vocal Ensemble	LAB	0	1	1:2	1	150	45	24
MUN-1410	String Ensemble	LAB	0	1	1:2	1	150	45	24
MUN-1420	Woodwind Ensemble	LAB	0	1	1:1	1	50	15	8
MUN-1430	Brass Ensemble	LAB	0	1	1:2	1	50	15	8
MUN-1440	Percussion Ensemble	LAB	0	1	1:2	1	100	30	16

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Course	Course Title	Course Type	Lecture Hours	Other hours (e.g Lab, Clinical)	Ratio Other Hours to Contact Hours	Total Credit Hours	Contact Minutes per Week	Contact Hours per Term	Load
MUN-1480	Classical Guitar Ensemble	LAB	0	1	1:2	1	100	30	16
MUN-1710	Stage Band I	LAB	0	1	1:2	1	150	45	24
MUS-1010	Recital Attendance	AMUS	0	0	0	0	50	15	0
MUT-1241L	Sight Singing & Ear Training I	LAB	0	1	1:2	1	100	30	16
MUT-1242L	Sight Singing & Ear Training II	LAB	0	1	1:2	1	100	30	16
MUT-2246L	Sight Singing & Ear Training III	LAB	0	1	1:2	1	100	30	16
MUT-2247L	Sight Singing & Ear Training IV	LAB	0	1	1:2	1	100	30	16
MVB-1011	Pre-Prin Freshman Trumpet (A)	AMUS	0	2	~2:1	2	60	15	8x#s
MVB-1011	Pre-Prin Freshman Trumpet (B)	AMUS	0	2	~2:1	2	60	15	8x#s
MVB-1012	Pre-Principal Freshman Horn (A)	AMUS	0	2	~2:1	2	60	15	8x#s
MVB-1012	Pre-Principal Freshman Horn (B)	AMUS	0	2	~2:1	2	60	15	8x#s
MVB-1013	Pre-Pri Freshman Trombone (A)	AMUS	0	2	~2:1	2	60	15	8x#s
MVB-1013	Pre-Pri Freshman Trombone (B)	AMUS	0	2	~2:1	2	60	15	8x#s
MVB-1014	Pre-Pri Freshman Baritone (A)	AMUS	0	2	~2:1	2	60	15	8x#s
MVB-1014	Pre-Prin Fresh Baritone (B)	AMUS	0	2	~2:1	2	60	15	8x#s
MVB-1015	Pre-Principal Freshman Tuba (A)	AMUS	0	2	~2:1	2	60	15	8x#s
MVB-1015	Pre-Principal Freshman Tuba (B)	AMUS	0	2	~2:1	2	60	15	8x#s
MVB-1211	Secondary Freshman Trumpet	AMUS	0	1	~2:1	1	30	8	4x#s
MVB-1212	Secondary Freshman Horn	AMUS	0	1	~2:1	1	30	8	4x#s
MVB-1213	Secondary Freshman Trombone	AMUS	0	1	~2:1	1	30	8	4x#s
MVB-1214	Secondary Freshman Baritone	AMUS	0	1	~2:1	1	30	8	4x#s

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MVB-1215	Secondary Freshman Tuba	AMUS	0	1	~2:1	1	30	8	4x#s
MVB-1311	Principal Freshman Trumpet	AMUS	0	2	~2:1	2	60	15	8x#s
MVB-1312	Principal Freshman Horn	AMUS	0	2	~2:1	2	60	15	8x#s
MVB-1313	Principal Freshman Trombone	AMUS	0	2	~2:1	2	60	15	8x#s
MVB-1314	Prin Freshman Baritone Horn	AMUS	0	2	~2:1	2	60	15	8x#s
MVB-1315	Principal Freshman Tuba	AMUS	0	2	~2:1	2	60	15	8x#s
MVB-2221	Secondary Sophomore Trumpet	AMUS	0	1	~2:1	1	30	8	4x#s
MVB-2222	Secondary Sophomore Horn	AMUS	0	1	~2:1	1	30	8	4x#s
MVB-2223	Secondary Soph Trombone	AMUS	0	1	~2:1	1	30	8	4x#s
MVB-2224	Secondary Sophomore Baritone	AMUS	0	1	~2:1	1	30	8	4x#s
MVB-2225	Secondary Sophomore Tuba	AMUS	0	1	~2:1	1	30	8	4x#s
MVB-2321	Principal Sophomore Trumpet	AMUS	0	2	~2:1	2	60	15	8x#s
MVB-2322	Principal Sophomore Horn	AMUS	0	2	~2:1	2	60	15	8x#s
MVB-2323	Principal Sophomore Trombone	AMUS	0	2	~2:1	2	60	15	8x#s
MVB-2324	Principal Soph Baritone Horn	AMUS	0	2	~2:1	2	60	15	8x#s
MVB-2325	Principal Sophomore Tuba	AMUS	0	2	~2:1	2	60	15	8x#s
MVK-1011	Pre-Prin Freshman Piano (A)	AMUS	0	2	~2:1	2	60	15	8x#s
MVK-1011	Pre-Principal Freshman Piano (B)	AMUS	0	2	~2:1	2	60	15	8x#s
MVK-1111	Freshman Class Piano	AMUS	0	1	~1:2	1	120	30	16

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MVK-1211	Secondary Freshman Piano	AMUS	0	1	~2:1	1	30	8	4x#s
MVK-1311	Principal Freshman Piano	AMUS	0	2	~2:1	2	60	15	8x#s
MVK-1811	Class Piano for Non-Music Maj	AMUS	0	1	~1:2	1	120	30	16
MVK-2221	Secondary Sophomore Piano	AMUS	0	1	~2:1	1	30	8	4x#s
MVK-2321	Principal Sophomore Piano	AMUS	0	2	~2:1	2	60	15	8x#s
MVP-1011	Pre-Prin Fresh Percussion (A)	AMUS	0	2	~2:1	2	60	15	8x#s
MVP-1011	Pre-Prin Fresh Percussion (B)	AMUS	0	2	~2:1	2	60	15	8x#s
MVP-1211	Secondary Freshman Percussion	AMUS	0	1	~2:1	1	30	8	4x#s
MVP-1311	Principal Freshman Percussion	AMUS	0	2	~2:1	2	60	15	8x#s
MVP-2221	Secondary Soph Percussion	AMUS	0	1	~2:1	1	30	8	4x#s
MVP-2321	Principal Sophomore Percussion	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-1011	Pre-Principal Freshman Violin (A)	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-1011	Pre-Prin Freshman Violin (B)	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-1012	Pre-Principal Freshman Viola (A)	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-1012	Pre-Principal Freshman Viola (B)	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-1013	Pre-Principal Freshman Cello (A)	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-1013	Pre-Principal Freshman Cello (B)	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-1014	Pre-Prin Fresh String Bass (A)	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-1014	Pre-Principal Freshman String Bass (B)	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-1015	PrePrin Fr Harp-A	AMUS	0	2	~2:1	2	60	15	8x#s

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Course	Course Title	Course Type	Lecture Hours	Other hours (e.g Lab, Clinical)	Ratio Other Hours to Contact Hours	Total Credit Hours	Contact Minutes per Week	Contact Hours per Term	Load
MVS-1015	PrePrin Fr Harp-B	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-1016	Pre-Principal Freshman Guitar (A)	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-1016	Pre-Principal Freshman Guitar (B)	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-1116	Class Guitar	AMUS	0	1	~1:1	1	60	15	8
MVS-1211	Secondary Freshman Violin	AMUS	0	1	~2:1	1	30	8	4x#s
MVS-1212	Secondary Freshman Viola	AMUS	0	1	~2:1	1	30	8	4x#s
MVS-1213	Secondary Freshman Cello	AMUS	0	1	~2:1	1	30	8	4x#s
MVS-1214	Secondary Freshman String Bass	AMUS	0	1	~2:1	1	30	8	4x#s
MVS-1215	Secondary Freshman Harp	AMUS	0	1	~2:1	1	30	8	4x#s
MVS-1216	Secondary Freshman Guitar	AMUS	0	1	~2:1	1	30	8	4x#s
MVS-1311	Principal Freshman Violin	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-1312	Principal Freshman Viola	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-1313	Principal Freshman Cello	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-1314	Principal Freshman String Bass	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-1315	Principal Freshman Harp	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-1316	Principal Freshman Guitar	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-2221	Secondary Sophomore Violin	AMUS	0	1	~2:1	1	30	8	4x#s
MVS-2222	Secondary Sophomore Viola	AMUS	0	1	~2:1	1	30	8	4x#s
MVS-2223	Secondary Sophomore Cello	AMUS	0	1	~2:1	1	30	8	4x#s
MVS-2224	Secondary Sophomore String Bass	AMUS	0	1	~2:1	1	30	8	4x#s
MVS-2225	Secondary Sophomore Harp	AMUS	0	1	~2:1	1	30	8	4x#s

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Course	Course Title	Course Type	Lecture Hours	Other hours (e.g Lab, Clinical)	Ratio Other Hours to Contact Hours	Total Credit Hours	Contact Minutes per Week	Contact Hours per Term	Load
MVS-2226	Secondary Sophomore Guitar	AMUS	0	1	~2:1	1	30	8	4x#s
MVS-2321	Principal Sophomore Violin	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-2322	Principal Sophomore Viola	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-2323	Principal Sophomore Cello	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-2324	Principal Sophomore String Bass	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-2325	Principal Sophomore Harp	AMUS	0	2	~2:1	2	60	15	8x#s
MVS-2326	Principal Sophomore Guitar	AMUS	0	2	~2:1	2	60	15	8x#s
MVV-1011	Pre-Principal Freshman Voice (A)	AMUS	0	2	~2:1	2	60	15	8x#s
MVV-1011	Pre-Principal Freshman Voice (B)	AMUS	0	2	~2:1	2	60	15	8x#s
MVV-1211	Secondary Freshman Voice	AMUS	0	1	~2:1	1	30	8	4x#s
MVV-1311	Principal Freshman Voice	AMUS	0	2	~2:1	2	60	15	8x#s
MVV-2221	Secondary Sophomore Voice	AMUS	0	1	~2:1	1	30	8	4x#s
MVV-2321	Principal Sophomore Voice	AMUS	0	2	~2:1	2	60	15	8x#s
MVW-1011	Pre-Principal Freshman Flute (A)	AMUS	0	2	~2:1	2	60	15	8x#s
MVW-1011	Pre-Principal Freshman Flute (B)	AMUS	0	2	~2:1	2	60	15	8x#s
MVW-1012	Pre-Principal Freshman Oboe (A)	AMUS	0	2	~2:1	2	60	15	8x#s
MVW-1012	Pre-Principal Freshman Oboe (B)	AMUS	0	2	~2:1	2	60	15	8x#s
MVW-1013	Pre-Principal Freshman Clarinet (A)	AMUS	0	2	~2:1	2	60	15	8x#s
MVW-1013	Pre-Principal Freshman Clarinet (B)	AMUS	0	2	~2:1	2	60	15	8x#s

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Course	Course Title	Course Type	Lecture Hours	Other hours (e.g Lab, Clinical)	Ratio Other Hours to Contact Hours	Total Credit Hours	Contact Minutes per Week	Contact Hours per Term	Load
MVW-1014	Pre-Principal Freshman Bassoon (A)	AMUS	0	2	~2:1	2	60	15	8x#s
MVW-1014	Pre-Principal Freshman Bassoon (B)	AMUS	0	2	~2:1	2	60	15	8x#s
MVW-1015	Pre-Principal Freshman Saxophone (A)	AMUS	0	2	~2:1	2	60	15	8x#s
MVW-1015	Pre-Principal Freshman Saxophone (B)	AMUS	0	2	~2:1	2	60	15	8x#s
MVW-1211	Secondary Freshman Flute	AMUS	0	1	~2:1	1	30	8	4x#s
MVW-1212	Secondary Freshman Oboe	AMUS	0	1	~2:1	1	30	8	4x#s
MVW-1213	Secondary Freshman Clarinet	AMUS	0	1	~2:1	1	30	8	4x#s
MVW-1214	Secondary Freshman Bassoon	AMUS	0	1	~2:1	1	30	8	4x#s
MVW-1215	Secondary Freshman Saxophone	AMUS	0	1	~2:1	1	30	8	4x#s
MVW-1311	Principal Freshman Flute	AMUS	0	2	~2:1	2	60	15	8x#s
MVW-1312	Principal Freshman Oboe	AMUS	0	2	~2:1	2	60	15	8x#s
MVW-1313	Principal Freshman Clarinet	AMUS	0	2	~2:1	2	60	15	8x#s
MVW-1314	Principal Freshman Bassoon	AMUS	0	2	~2:1	2	60	15	8x#s
MVW-1315	Principal Freshman Saxophone	AMUS	0	2	~2:1	2	60	15	8x#s
MVW-2221	Secondary Sophomore Flute	AMUS	0	1	~2:1	1	30	8	4x#s
MVW-2222	Secondary Sophomore Oboe	AMUS	0	1	~2:1	1	30	8	4x#s
MVW-2223	Secondary Sophomore Clarinet	AMUS	0	1	~2:1	1	30	8	4x#s
MVW-2224	Secondary Sophomore Bassoon	AMUS	0	1	~2:1	1	30	8	4x#s

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Course	Course Title	Course Type	Lecture Hours	Other hours (e.g Lab, Clinical)	Ratio Other Hours to Contact Hours	Total Credit Hours	Contact Minutes per Week	Contact Hours per Term	Load
MVW-2225	Secondary Sophomore Saxophone	AMUS	0	1	~2:1	1	30	8	4x#s
MVW-2321	Principal Sophomore Flute	AMUS	0	2	~2:1	2	60	15	8x#s
MVW-2322	Principal Sophomore Oboe	AMUS	0	2	~2:1	2	60	15	8x#s
MVW-2323	Principal Sophomore Clarinet	AMUS	0	2	~2:1	2	60	15	8x#s
MVW-2324	Principal Sophomore Bassoon	AMUS	0	2	~2:1	2	60	15	8x#s
MVW-2325	Principal Sophomore Saxophone	AMUS	0	2	~2:1	2	60	15	8x#s
NMT-1534L	Nuclear Instrumentation Laboratory	LAB	0	1	1:2	1	100	30	16
NMT-1705L	Nuclear Medicine Laboratory I	LAB	0	1	1:2	1	100	30	16
NMT-1706L	Nuclear Medicine Laboratory II	LAB	0	1	1:2	1	100	30	16
NMT-2051L	Nuclear Med Data Analysis	LAB	0	1	1:2	1	100	30	16
NMT-2061C	Nuclear Medicine Seminar	COMB	1	1	1:2	2	150	45	26
NMT-2775C	PET/CT and Cross-Sec Anatomy	COMB	2	1	1:2	3	200	60	36
NUR-1020L*	Fundtl Cpts of Nurs Prac Clin	CLIN				2			
NUR-1022C*	Essntl Cpts of Patnt Care Mgmt - Trans	COMB				2			
NUR-1023C*	Essential Cpts of Patient Mgmt	COMB				3			
NUR-1310C*	Concepts of Pediatric Nursing	COMB				3			
NUR-1421C*	Cncpts of Nur Care for Wom/Inf	COMB				3			
NUR-1520C*	Cncpts of Mental Health Nursing	COMB				4			
NUR-1522C*	Cncpts of Mental Health - Trans	COMB				3			
NUR-2205C*	Complex Simulation	COMB				2			

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Course	Course Title	Course Type	Lecture Hours	Other hours (e.g Lab, Clinical)	Ratio Other Hours to Contact Hours	Total Credit Hours	Contact Minutes per Week	Contact Hours per Term	Load
NUR-2210L*	Cncpts of Adult Hlth I Clinic	LAB				3			
NUR-2211L*	Cncpts of Adult Hlth II Clinic	LAB				3			
NUR-2521C*	Mental Health Nursing	COMB				2			
NUR-2811C*	Role Transformation	COMB				3			
OCB-2000L	Honors Marine Biology Laboratory	LAB	0	1	1:3	1	150	45	24
OCB-2000L	Marine Biology Laboratory	LAB	0	1	1:3	1	150	45	24
OCE-2001C	Introduction to Oceanography	COMB	2	1	1:2	3	200	60	36
OPT-1400L	Ophthalmic Laboratory I	LAB	0	3	1:2	3	300	90	48
OPT-1430L	Ophthalmic Laboratory II	LAB	0	3	1:2	3	300	90	48
OPT-1460L	Ophthalmic Dispensing I Laboratory	LAB	0	3	1:2	3	300	90	48
OPT-2375L	Refractometry Laboratory	LAB	0	2	1:2	2	200	60	32
OPT-2376L	Refractometry Laboratory II	LAB	0	1	1:2	1	100	30	16
OPT-2461L	Ophthalmic Dispensing II Laboratory	LAB	0	3	1:2	3	300	90	48
OPT-2463L	Ophthalmic Skills Lab I	LAB	0	2	1:1	2	100	30	16
OPT-2500L	Contact Lens Theory I Laboratory	LAB	0	2	1:2	2	200	60	32
OPT-2501L	Contact Lens Theory II Laboratory	LAB	0	2	1:2	2	200	60	32
OPT-2502L	Contact Lens Laboratory III	LAB	0	1	1:2	1	100	30	16
OPT-2800*	Vision Care Clinical I	CLIN				2			
OPT-2801*	Vision Care Clinical II	CLIN				2			
OPT-2802*	Vision Care Clinical III	CLIN				2			
OPT-2803*	Vision Care Clinical IV	CLIN				2			

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Course	Course Title	Course Type	Lecture Hours	Other hours (e.g Lab, Clinical)	Ratio Other Hours to Contact Hours	Total Credit Hours	Contact Minutes per Week	Contact Hours per Term	Load
OST-2854C	Office Apps for Business	COMB	2	1	1:2	3	200	60	36
PCB-1730C	Human Reproduction & Inheritance	COMB	2	1	1:2	3	200	60	36
PEL-1121	Golf	ACTY	1	1	1:2	2	150	45	26
PEL-1321	Volleyball	ACTY	1	1	1:2	2	150	45	26
PEL-1341	Beginning Tennis	ACTY	1	1	1:2	2	150	45	26
PEL-1621	Basketball	ACTY	1	1	1:2	2	150	45	26
PEM-1101	Fitness/Conditioning	ACTY	1	1	1:2	2	150	45	26
PEM-1121	Beginning Yoga	ACTY	1	1	1:2	2	150	45	26
PEM-1122	Intermediate Yoga	ACTY	1	1	1:2	2	150	45	26
PEM-1131	Weight Training	ACTY	1	1	1:2	2	150	45	26
PEM-1405C	Self Defense	ACTY	1	1	1:2	2	150	45	26
PEM-1954	Intercollegiate Athletics	ACTY	0	1	1:2	1	100	30	16
PEM-2930	Ballroom Dance	ACTY	1	1	1:2	2		45	26
PEN-1136C	Open Water Diver	COMB	1	1	1:2	2	150	45	26
PGY-2401C	Photography I	COMB	1	2	1:2	3	250	75	42
PGY-2404C	Photography II	COMB	1	2	1:2	3	250	75	42
PGY-2801C	Digital Photography I	COMB	1	2	1:2	3	250	75	42
PHY-1020C	Conceptual Physics	COMB	2	1	1:2	3	200	60	36
PHY-1025L	Fundamental of Physics Laboratory	LAB	0	1	1:3	1	150	45	24
PHY-2048L	General Physics With Calculus I Lab	LAB	0	1	1:3	1	150	45	24
PHY-2049L	General Physics With Calculus II Lab	LAB	0	1	1:3	1	150	45	24
PHY-2053L	General Physics I Laboratory	LAB	0	1	1:3	1	150	45	24
PHY-2054L	General Physics II Laboratory	LAB	0	1	1:3	1	150	45	24
PMT-1250C	Computer Numerical Control (CNC) I	COMB	2	1	1:2	3	200	60	36
PMT-2254C	Computer Numerical Control (CNC) II	COMB	2	1	1:2	3	200	60	36
PSC-1515L	Energy and the Environment Lab	LAB	0	1	1:2	1	100	30	16

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Course	Course Title	Course Type	Lecture Hours	Other hours (e.g Lab, Clinical)	Ratio Other Hours to Contact Hours	Total Credit Hours	Contact Minutes per Week	Contact Hours per Term	Load
RAT-1691L	Intro to Clinical Concepts	LAB	0	1	1:2	1	100	30	16
RAT-2001C	Introduction to Radiation Therapy	COMB	1	1	1:2	2	150	45	26
RAT-2619L	Computer Application/Treatment Planning	LAB	0	2	1:2	2	200	60	32
RAT-2804*	Radiation Therapy Clinic I	CLIN				3			
RAT-2814*	Radiation Therapy Clinic II	CLIN				3			
RAT-2824*	Radiation Therapy Clinic III	CLIN				3			
RAT-2901L	Simulation Laboratory I	LAB	0	1	1:2	1	100	30	16
RAT-2902L	Simulation Laboratory II	LAB	0	1	1:2	1	100	30	16
RET-1024C	Introduction to Respiratory Care	COMB	6	2	1:2	8	500	150	92
RET-1274C	Basic Respiratory Care	COMB	5	1	1:2	6	350	105	66
RET-1832*	Respiratory Care Clinic I	CLIN				2			
RET-1833*	Respiratory Care Clinic II	CLIN				1			
RET-2264C	Principles of Mechanical Ventilation	COMB	3	2	1:2	5	350	105	62
RET-2413C	Pulmonary Diagnostics	COMB	1	1	1:2	2	150	45	26
RET-2533C	Advanced Respiratory Care	COMB	7	1	1:2	8	480	144	86
RET-2714C	Pediatric and Neonatal Respiratory Care	COMB	1	2	1:2	3	250	75	42
RET-2834*	Respiratory Care Clinic III	CLIN				2			
RET-2835*	Respiratory Care Clinic IV	CLIN				2			
RET-2836*	Respiratory Care Clinic V	CLIN				1			

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Course	Course Title	Course Type	Lecture Hours	Other hours (e.g Lab, Clinical)	Ratio Other Hours to Contact Hours	Total Credit Hours	Contact Minutes per Week	Contact Hours per Term	Load
RTE-1418L	Principles Radiographic Exposure I Lab	LAB	0	1	1:2	1	100	30	16
RTE-1503L	Radiographic Positioning I Laboratory	LAB	0	1	1:2	1	100	30	16
RTE-1523L	Radiographic Positioning III Laboratory	LAB	0	1	1:2	1	100	30	16
RTE 1597C	Prin of Computed Tomography I	COMB	3	1	1:2	4	250	75	46
RTE-2473L	Quality Assurance	LAB	0	1	1:2	1	100	30	16
RTE-2940*	MRI Clinical I	CLIN				1			
RTE-2941*	MRI Clinical II	CLIN				2			
RTE-2942*	MRI Clinical III	CLIN				3			
SON-1171C	Introduction to Vascular Technology	COMB	1	2	1:2	2	150	45	26
SON-1804C	Introduction to Practicum I	COMB	1	1	1:2	2	150	45	26
SON-1840	Introduction to Practicum II	LAB	0	1	1:2	1	100	30	16
SON-1850	Introduction to Practicum III	LAB	0	1	1:2	1	100	30	16
SON-2175C	Vascular Technology	COMB	2	1	1:2	3	200	60	36
SON-2211L	Sonographic Physics and Instrumentation	LAB	0	1	1:2	1	100	30	16
SON-2814*	Sonographic Clinical Practicum I	CLIN				3			
SON-2824*	Sonographic Clinical Practicum II	CLIN				3			
SON-2834*	Sonographic Clinical Practicum III	CLIN				3			
SUR-2000C	Surveying I	COMB	2	1	1:2	3	200	60	36
TAR-1122C	Architectural Drawing II	COMB	2	1	1:2	3	200	60	36
TAR-1170C	B.I.M. Revit I Residential	COMB	2	1	1:2	3	200	60	36
TAR-1171C	B.I.M. II Revit Commercial	COMB	2	1	1:2	3	200	60	36
TAR-1172C	B.I.M. III Revit M.E.P.	COMB	2	1	1:2	3	200	60	36
ZOO-1010C	General Zoology	COMB	2	1	1:2	3	200	45	36

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Course	Course Title	Course Type	Lecture Hours	Other hours (e.g. Lab, Clinical)	Ratio Other Hours to Contact Hours	Total Credit Hours	Contact Minutes per Week	Contact Hours per Term	Load
ZOO-1450L	Ichthyology Laboratory	LAB	0	1	1:2	1	100	30	16

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**SECTION 4. ASSIGNMENT OF POINTS BY COURSE TYPE**

1. Lecture (LECT) –

One (1) lecture credit hour = 50 contact minutes = ten (10) points.

Lecture / Didactic Course 1 credit = 10 points				
# of Course Credits	Contact minutes per week (15 week term)	Contact minutes per term	Contact hours per term	Points assigned to Faculty
1	50	750	15	10
2	100	1,500	30	20
3	150	2,250	45	30
4	200	3,000	60	40
5	250	3,750	75	50
6	300	4,500	90	60
7	350	5,250	105	70
8	400	6,000	120	80
9	450	6,750	135	90
10	500	7,500	150	100

*\*If the reader is calculating points for a "C" course the information in the table above will be used to calculate the lecture portion of the course.*

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2. Laboratory/Simulation (LAB) –

If the ratio is 1:1 then 1 course credit = 1 lab contact hours = 8 points (least common)

If the ratio is 1:2 then 1 course credit = 2 lab contact hours = 16 points (most common)

If the ratio is 1:3 then 1 course credit = 3 lab contact hours = 24 points (primarily science labs)

Laboratory / Simulation Courses				
1:1 Ratio				
1 credit = 50 minutes per week = 1 Contact hour per week = 8 points				
# of Course Credits	Contact minutes per week (15 week term)	Contact minutes per term	Contact hours per term	Points assigned to Faculty
1	50	750	15	8
2	100	1,500	30	16
3	150	2,250	45	24
4	200	3,000	60	32

Laboratory / Simulation Courses				
1:2 Ratio				
1 credit = 100 minutes per week = 2 Contact hour per week = 16 points				
# of Course Credits	Contact minutes per week (15 week term)	Contact minutes per term	Contact hours per term	Points assigned to Faculty
1	100	1,500	30	16
2	200	3,000	60	32
3	300	4,500	90	48
4	400	6,000	120	64

Laboratory / Simulation Courses				
1:3 Ratio				
1 credit = 150 minutes per week = 3 Contact hours per week = 24 points				
# of Course Credits	Contact minutes per week (15 week term)	Contact minutes per term	Contact hours per term	Points assigned to Faculty
1	150	2,250	45	24
2	300	4,500	90	48
3	450	6,750	135	72
4	600	9,000	180	96

*\*If the reader is calculating points for a "C" course the information in the table above will be used to calculate the laboratory portion of the course.*







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4. Clinical (CLIN) – Clinical is paid based on the number of hours that the faculty is working with students.
- If the faculty member is able to take breaks during clinical then one (1) clinical contact hour (50 minutes) equals 9.6 points.
  - If the faculty member is not able to take breaks (is never off duty) during clinical then one (1) clinical contact hour (60 minutes) equals 9.6 points. Because the faculty is working clock hours the number of points is multiplied by 1.2 to account for the 10 minutes that the faculty is not able to take breaks.
  - If clinical is not on a regular scheduled event or is asynchronous, the points will be calculated using a total points per term formula instead of a repeating schedule.

A repeating schedule			
Clinical Courses with <u>no hourly breaks</u>			
60 minutes = 1.2 Contact hour = 9.6 points			
Clinical Hours per week (15 week term)	Contact minutes per week (15 week term)	Faculty Contact minutes per term	Points assigned per term to the Faculty
1	60	900	9.6
2	120	1,800	19.2
3	180	2,700	28.8
4	240	3,600	38.4
5	300	4,500	48
6	360	5,400	57.6
7	420	6,300	67.2
8	480	7,200	76.8
9	540	8,100	86.4
10	600	9,000	96

A non-repeating schedule		
Clinical Courses with <u>no hourly breaks</u>		
9.6 points per hour / 15 weeks normal term = 0.64 points per hour		
Total Clinical Hours per term	Points per clock hour	Points assigned per term to the Faculty
1	0.64	0.64
2	0.64	1.28
3	0.64	1.92
4	0.64	2.56
5	0.64	3.2
6	0.64	3.84
7	0.64	4.48
8	0.64	5.12
9	0.64	5.76
10	0.64	6.40
Or Total Hours during the term _____ x 0.64 = Points _____ for the term		

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In some situations the faculty is able to take a one 10 minute break every hour. In these situations the faculty is paid by standard contact hour.

A repeating schedule			
Clinical Courses <u>with hourly breaks</u>			
50 minutes = 1 Contact hour = 8 points			
Clinical Hours per week (15 week term)	Contact minutes per week (15 week term)	Faculty Contact minutes per term	Points assigned per term to the Faculty
1	50	750	8
2	100	1,500	16
3	150	2,250	24
4	200	3,000	32
5	250	3,750	40
6	300	4,500	48
7	350	5,250	56
8	400	6,000	64
9	450	6,750	72
10	500	7,500	80

A non-repeating schedule		
Clinical Courses <u>with hourly breaks</u>		
8 points per hour / 15 weeks normal term = 0.53 points per hour		
Clinical Hours total	Points per hour	Points assigned per term to the Faculty
1	0.53	0.53
2	0.53	1.07
3	0.53	1.60
4	0.53	2.13
5	0.53	2.67
6	0.53	3.20
7	0.53	3.73
8	0.53	4.27
9	0.53	4.80
10	0.53	5.33
Or Total Hours during the term _____ x 0.53 = Points _____ for the term		

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5. Faculty of Record –

One (1) faculty-of-record course credit hour equals eight (8) points. However, the maximum number of points awarded for a faculty-of-record course will not exceed forty (40) points.

Faculty-of-Record (Courses with Clinical or Work Supervisors)			
Course Credit	Maximum Number of Contact Hours Per Week	Number of Points Per Contact Hour	Maximum Total Points Paid to Faculty
1	1	8	8
2	2	8	16
3	3	8	24
4	4	8	32
5	5	8	40

6. Applied Music (AMUS) –

A course taught by a full-time faculty member will be compensated at the rate of 4 load points for each half hour of applied music instruction, not to exceed 32 points per term. The formula used to calculate points is based on the total number of contact hours per course section multiplied by four multiplied by the number of students. Generally, only one section per AMUS course is offered in a term. More than one instructor may be assigned to an AMUS course section; in those cases, the points are calculated according to the number of students assigned to the instructor using the same formula. For example, if three instructors were assigned to teach MVK 1011 Pre-Principal Freshman Piano, and Instructor A taught 4 students, Instructor B taught 3 students, and Instructor C taught 2 students, then Instructor A would be assigned 32 points, Instructor B would be assigned 24 points, and Instructor C would be assigned 16 points.

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7. Workshop Course – One (1) workshop contact hour per week equals eight (8) points.

Workshop Course			
50 minutes = 1 Contact hour = 8 points			
Hours per week (15 week term)	Contact minutes per week (15 week term)	Faculty Contact minutes per term	Points assigned per term to the Faculty
1	50	750	8
2	100	1,500	16
3	150	2,250	24
4	200	3,000	32
5	250	3,750	40
6	300	4,500	48
7	350	5,250	56
8	400	6,000	64
9	450	6,750	72
10	500	7,500	80

A non-repeating Workshop Course/Schedule		
8 points per hour / 15 weeks normal term = 0.53 points per hour		
Workshop Hours total	Points per hour	Points assigned per term to the Faculty
1	0.53	0.53
2	0.53	1.07
3	0.53	1.60
4	0.53	2.13
5	0.53	2.67
6	0.53	3.20
7	0.53	3.73
8	0.53	4.27
9	0.53	4.80
10	0.53	5.33
Or Total Workshop Hours during the term _____ x 0.53 = Points _____		

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8. Independent Study Course or Directed Research –

For independent study assignments or directed research, a faculty member shall receive the equivalent of two overload points per student, up to a maximum of fifteen students, after which the 30-point maximum will be applicable without regard to the number of students.

Independent Study Course 1 student = 2 points (16 points maximum)	
# of Students	Points assigned per term to the Faculty
1	2
2	4
3	6
4	8
5	10
6	12
7	14
8	16
9	18
10	20
11	22
12	24
13	26
14	28
15	30
16 +	30

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## Adjunct Point Load to Work Hour Conversion:

Load points	Credit hour	Fall & Spring Terms		Summer							
				6 week (60 pts max)		8 week (80 pts max)		10 week (100 pts max)		12 week (120 pts max)	
		# of clock hrs per work week	# hours per week with office hours	# of clock hrs per work week C = 2.25	# hours per week with office hours	# of clock hrs per work week C = 2.25	# hours per week with office hours (converted to hrs and minutes)	# of clock hrs per work week C = 2.25	# hours per week with office hours (converted to hrs and minutes)	# of clock hrs per work week C = 2.25	# hours per week with office hours (converted to hrs and minutes)
10	1	2.25*	3.25**	2.08C=4.69	4 hrs, 52 min	1.56C=3.51	3 hrs, 40 min	1.25C=2.81	3 hrs	1.04C=2.34	2 hrs, 31 min
20	2	4.5	5.5	4.17C=9.38	9 hrs, 33 min	3.13C=7.05	7 hrs, 13 min	2.5C=5.62	5 hrs, 47 min	2.08C=4.69	4 hrs, 52 min
30	3	6.75	7.75	6.25C=14.06	14 hrs, 14 min	4.7C=10.58	10 hrs, 35 min	3.75C=8.44	8 hrs, 36 min	3.13C=7.03	7 hrs, 13 min
40	4	9	10	8.33C=18.75	18 hrs, 55 min	6.27C=14.10	14 hrs, 16 min	5C=11.25	11 hrs, 25 min	4.17C=9.38	9 hrs, 33 min
50	5	11.25	12.25	10.42C=23.44	23 hrs, 36 min	7.83C=17.63	17 hrs, 48 min	6.25C=14.06	14 hrs, 14 min	5.21C=11.72	11 hrs, 53 min
60	6	13.5	14.5	12.5C=28.13	28 hrs, 18 min	9.4C=21.15	21 hrs, 19 min	7.5C=16.88	17 hrs, 3 min	6.25C=14.06	14 hrs, 14 min
70	7	15.75	16.75			10.97C=24.68	24 hrs, 51 min	8.75C=19.69	19 hrs, 51 min	7.29C=16.41	16 hrs, 35 min
80	8	18	19			12.53C=28.2	28 hrs, 22 min	10C=22.5	22 hrs, 40 min	8.33C=18.75	18 hrs, 55 min
90	9	20.25	21.25					11.25C=25.31	25 hrs, 29 min	9.38C=21.09	21 hrs, 15 min
100	10	22.5	23.5					12.5C=28.13	28 hrs, 18 min	10.42C=23.44	23 hrs, 36 min
110	11	24.75	25.75							11.46C=25.78	25 hrs, 57 min
120	12	27	28							12.5C=28.13	28 hrs, 18 min

\* Based on IRS ACA Rule (1.25 hour preparation + 1 hour instruction)

\*\* Based on IRS ACA Rule (1.25 hour preparation + 1 hour instruction + 1 office hour per week)

\*\*\* When combining adjunct and part-time hours, use the number of hours in a standard workweek from the adjunct hour conversion chart in conjunction with other part-time assignment(s) to determine if employee is scheduled for less than 30 hours per workweek.

\*\*\*\* The maximum number of points for an academic year is 330.