



1. The teaching load for faculty in academic pathways is 36 **contact** hours annually, 18 of which must be taught in the fall semester.
2. The teaching load for faculty in career-technical programs is 32 **credit** hours annually for 9-and-10 month faculty, and 45 **credit** hours annually for 11-and-12 month faculty, and a minimum of 15 credit hours must be taught in the fall.
3. Exceptions to the teaching load must be approved by the Vice President of Instruction and shall apply to all faculty in a specific discipline or program, but must meet the 35 hours of instructional and other duties per week minimum.
4. In order to ensure the quality of instruction for all students, the maximum teaching overload for faculty:
  - a. In academic pathways shall be 12 **contact** hours per semester.
  - b. In career-technical programs shall be 14 **credit** hours per semester.
  - c. Any exception to this policy shall require written approval of the Vice President of Instruction.

Teaching load should be assigned based on the procedural guidelines.

**PROCEDURES:** The load for each faculty member will be assigned as follows:

1. The college publishes a schedule of courses offered each semester that outlines the teaching load of each faculty member and adjunct instructor. Any class cancellation or change in the schedule of classes must be approved by the instructional leader of the particular school.
2. Load calculations can include courses taught at any location or in any modality.
3. Dual enrollment courses taught at a high school campus must be considered an overload course.
4. All overload classes are subject to approval by the appropriate administrator. Any exception to this policy shall require written approval from the Vice President of Instruction.
5. For faculty in academic pathways, only 3 contact hours of the spring semester load may be taught during the winter session with permission from the appropriate administrator.
6. Faculty with certain administrative or other assigned duties may teach a reduced load with the approval from the Vice President of Instruction.
7. The SHS teaching load for faculty will be based on workload credit (WLC). Each faculty member is required to have 35 workload credits (WLC) per semester. A full-time 12-month faculty is to have a minimum of 105 WLC, 10-month faculty 88WLC, 9-month faculty 70(WLC). A WLC is calculated based on office hours; licensure requirements, instructional/class assignments, leadership roles (director/course coordinator), and institutional and community success projects. Overloads will be given for time over these allotted numbers.
8. All SHS faculty are required to hold an unencumbered licensure/certification to practice in the state of MS and will have 6 hours per week to maintain such requirement.

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9. SHS Directors will have a minimum of 15 hours per week for administrative duties allocated and course coordinators 8 hours per week.

*INSTRUCTIONAL AFFAIRS COUNCIL APPROVAL*

*DATE: March 11, 2022*

*EXECUTIVE COUNCIL APPROVAL DATE: April 20, 2022*