

INSTRUCTIONAL STAFF

1. FULL-TIME FACULTY LOAD AND DUTIES

Full-time faculty are scheduled for a combination of instructional time and office time that best meets the needs of the Division.

9-month faculty are required to be on campus 30 hours each week and a total of 180 working days per academic year.

10-month teaching faculty work 30 hours a week on campus, non-teaching 10-month employees work 40 hours on campus, and both work through the last day in May. Annual leave is not earned, but these employees receive the same breaks as 9-month faculty.

11-month teaching faculty work 30 hours a week on campus, non-teaching 11-month employees work 40 hours on campus, and both work through the last day in June. Annual leave is not earned, but these employees receive the same breaks as 9-month faculty.

12-month non-medical teaching faculty work 40 hours on campus and accrue annual leave to be used for any time off.

12-month faculty assigned to teach in medical or healthcare programs are required to work at least 30 hours on campus and accrue annual leave. The reduced teaching load is intended to accommodate these faculty members' clinical work in order to ensure teaching and curriculum are consistent with current evidence based practice in their respective fields.

All Division Chairs work 11 months and 40 hours on campus. Chairs do not earn annual leave but receive the same breaks as 9-month faculty. Teaching loads for chairs vary. Overloads are determined by the Vice Chancellor for Academics and Chancellor and payment follows the adjunct pay scale.

a) Teaching assignments

The institution uses a points system based on the model below. Full-time instructional employees are assigned 15 points of teaching duties per semester, which may include extension sites, combinations of day and evening classes, and/or Internet classes. The Vice Chancellor for Academics must approve any faculty scheduled to teach more than 21 points in a regular fall and spring 16-week semester or more than 12 points in an 8-week summer session.

i. Pure Lecture and Lecture/Lab courses

Points are determined at a 1:1 ratio. 1 student contact hour=1 point*

ii. Technical Skills Laboratory and Clinical Laboratory courses

Points are determined at a 2:1 ratio. 2 student contact hours=1 point*

**Definitions follow the Office of Postsecondary Education (OPE) guidelines*

Full-time faculty on 9-month appointments are not required to teach during summer terms but may serve as an adjunct during this time and will follow the adjunct pay scale.

Courses need a minimum of ten students to count toward load. Courses with less than ten may be cancelled by CAO. If courses are not cancelled, instructors may be required to teach the course at a per student rate. If a course does not count for load, the instructor will be required to pick up additional classes or be assigned alternative duties to reach the required point load. Instructors are required to teach their assigned load and may be considered insubordinate if they refuse to do so. See Procedure 605-1 for more details regarding points and course load requirements.

If scheduled classes are canceled because of low enrollment, alternative duties such as community service classes, curriculum development, assessment activities, tutoring or other special projects may be assigned to make a full workload. Attempts will be made to assign alternative duties consistent with the education, training, and professional status of the faculty member. The faculty member and the Division Chair will discuss as to the nature and scope of the alternative duties prior to assignment. Alternative time must be approved by the Vice Chancellor for Academics and the Chancellor.

- A. **Office Time:** Separate from the teaching load is the requirement that each full-time faculty member be available for student consultations. Faculty schedules must be posted on the faculty's office door, Blackboard course, and will be filed with the appropriate Division Chair, Vice Chancellor of Academics, and front desks. 4 hours of faculty's 30-hour week must be solely used for office time—not committee meetings, committee tasks, general meetings, etc. Exceptions for faculty teaching in technical or medical programs may exist due to the contact time required.
- B. **Shared Governance:** All full-time faculty members are required to participate in the shared governance structure of the college through committees.
- C. **Attendance:** Full-time faculty members are expected to be present on campus during days of in-service, and monthly meetings. Full-time faculty are required to attend graduation ceremonies as part of their required days. Should a faculty need to be absent from a graduation ceremony, the Vice Chancellor for Academics must approve.
- D. **Records and Grading:** All faculty members are expected to submit and maintain required records such as attendance, grades, outcomes assessment and other academic documentation, at appropriate times. Faculty are expected to provide timely grading and feedback to students and should strive to maintain a grading turnaround time of no more than one week for submitted assignments (no more

than three days for 8 week, 4 week, or medical programs) unless extenuating circumstances arise. The faculty's supervisor should be notified if grading is delayed. In all cases, grades must be current and up to date by the institutional midterm reporting date and by the final date for student withdrawal each semester. Required assessment forms must also be submitted by the day grades are due in the fall and spring semesters.

- E. **Advising:** Faculty members serving as academic advisors are expected to advise students throughout the academic year. Chairs, Student Services, or the Vice Chancellor for Academics will serve as "stand-by advisors" as needed or during time outside the academic calendar when faculty members are not available.
- F. **Volunteerism/Community Outreach:** Faculty members may participate in community service through volunteerism, community organizations, or activities agreed upon by the faculty member and Chair.
- G. **Professional Development:** All faculty are expected to participate in activities designed to maintain their effectiveness in their respective disciplines, education in general, and assessment. Full-time faculty are required to complete four professional development items per calendar year related to their discipline, content, or field of education such as technology, classroom management, etc. Medical and technical instructors may use outside work or licensure requirements that ensure the faculty is staying current in best practices and trends of the discipline.

Required Safe Trainings of the college should not be included in these items but may be documented on the faculty's annual professional development plan. Each faculty should submit a professional development plan outlining all professional development completed over the past calendar year with each annual evaluation.

2. ADJUNCT FACULTY LOAD AND DUTIES

Adjunct instructors are not contracted employees and are hired on a semester-by-semester basis. Adjunct instructors are generally limited to 9 credit hours per regular semester. Assignments exceeding 9 credit hours are discouraged and may occur only in limited circumstances with prior approval from the Vice Chancellor for Academics and review by Human Resources for ACA and institutional compliance considerations. Adjunct faculty may be required to disclose concurrent employment within the institution or with another higher education institution when evaluating workload assignments

- A. **Attendance and Availability:** Adjunct faculty members are expected to be present and prepared during all scheduled instructional days and class meetings. Adjunct faculty must maintain regular engagement in their courses and consistent communication with students on at least a weekly basis. Adjunct faculty are also expected to remain reasonably

accessible and responsive to students and supervisors throughout the semester. If a situation arises in which the adjunct may be unavailable for an extended period of time, the adjunct must notify their supervisor as soon as possible.

- B. **Records and Grading:** Adjunct faculty are expected to submit and maintain required records such as attendance, grades, outcomes assessment, and other academic documentation at appropriate times. Adjunct faculty are expected to provide timely grading and feedback to students and should strive to maintain a grading turnaround time of no more than one week for submitted assignments (no more than three days for 8 week, 4 week, or medical programs) unless extenuating circumstances arise. The faculty's supervisor should be notified if grading is delayed. In all cases, grades must be current and up to date by the institutional midterm reporting date and by the final date for student withdrawal each semester. Required assessment forms must also be submitted by the day grades are due in the fall and spring semesters.
- C. **Professional Development:** Adjunct faculty should complete two professional development items per calendar year related to their discipline, content, or field of education such as classroom management, technology, etc. Required Safe Trainings of the college should not be included in these items. Each adjunct faculty should submit the "Adjunct Faculty Record of Professional Development" form each calendar year.

3. ADMINISTRATORS' TEACHING RESPONSIBILITIES

Administrators and Directors may be required to teach some classes as part of their other duties as assigned. Division Chairs may be required to teach up to 9 points per semester. Overload payments for administrators or directors are determined by the Vice Chancellor for Academics and Chancellor and follow the adjunct pay scale.

Policy History:

July 13, 2026	
January 5, 2026	January 6, 2025
July 8, 2024	
July 11, 2022	March 2, 2020
July 9, 2019	May 6, 2019
January 8, 2018	November 3, 2014

INSTRUCTIONAL STAFF QUALIFICATIONS

UA Cossatot follows guidelines set forth by the Higher Learning Commission and the Arkansas Department of Higher Education when hiring faculty members. The preferred minimum standard of a master's degree or higher in the discipline and/or a master's degree or higher with 18 graduate credit hours in the discipline. However, graduate credit hours are not the sole indicator of instructional competency. Documented teaching effectiveness, demonstrated competencies, industry credentials, and professional licensure may substitute when appropriately reviewed and approved. In some instances, a faculty member teaching general education courses may also be credentialed to teach coursework in a discipline by considering factors such as additional training, experience, and certifications. In such cases, the Vice Chancellor for Academics serves as the final approving authority.

For technical education and nontransferable courses, a combination of relevant industry experience, special certifications, tested experience, or one degree level higher than the course being taught is required.

In addition to the traditional academic standard of a master's degree with eighteen graduate hours in the teaching discipline, the college may elect to review additional experience and instructional evidence in combination with completion of the proposed course-specific professional development, when evaluating faculty qualifications. This process supports the shared goal of ensuring that students across Arkansas have access to qualified instructors and meaningful opportunities to earn concurrent credit in high school, while maintaining high levels of rigor and alignment with state expectations.

A. Master's Degree with Verified Teaching Effectiveness

Educators holding a master's degree (in any field) who demonstrate sustained instructional effectiveness in the teaching discipline, as evidenced by two consecutive years of Effective or Highly Effective evaluations and documented student academic growth, may be considered for concurrent enrollment instruction following completion of the credentialing program.

B. Arkansas Master Professional Educator Designation

Educators who have earned the Arkansas *Master Professional Educator* designation, reflecting advanced instructional skill, content expertise, and demonstrated effectiveness, may be considered for concurrent enrollment instruction when paired with completion of the proposed credentialing training.

C. Master's Degree with Discipline-Specific Leadership Experience

Educators holding a master's degree who have demonstrated discipline-specific teacher leadership experience beyond routine classroom teaching, such as curriculum development, assessment design, or other documented scholarly or applied work, may be considered for concurrent enrollment instruction following institutional review and approval.

D. Master's Degree with Nationally Recognized Advanced Training

Educators holding a master's degree who have completed rigorous, discipline-specific professional learning aligned to postsecondary expectations (such as College Board Advanced Placement training, International Baccalaureate training, NACEP-aligned preparation, or institutionally approved graduate-level certificates) and sustained instructional effectiveness may be considered following completion of the credentialing program.

E. Institutional Review and Waiver Pathway (Limited and Documented)

In exceptional circumstances, the college in partnership with a school district, may review additional combinations of education, experience, and demonstrated competence. Such cases require documented institutional approval, completion of the credentialing program, and any additional supervision or mentoring required by the institution.

Prior to hiring, the Vice Chancellor of Academics must approve the faculty member based on qualifications, including a review of transcripts when applicable. A faculty qualification form is completed and retained in the Human Resources Office and Office of Academics.

Policy History:

June 15, 2026
December 1, 2025
November 6, 2017
