

INSTRUCTIONAL STAFF

1. FULL-TIME FACULTY LOAD

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.

b) Alternative duties

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.

c) Non-classroom responsibilities

- i. **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.
- ii. **Shared Governance:** All full-time faculty members are required to participate in the shared governance structure of the college through committees.
- iii. **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.
- iv. **Records:** All faculty members are expected to submit required records such as attendance, grades, outcomes assessment, etc. at appropriate times.
- v. **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.
- vi. **Volunteerism/Community Outreach:** Faculty members may participate in community service through volunteerism, community organizations, or activities agreed upon by the faculty member and Chair.
- vii. **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. 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 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

The assignment of course load to adjunct faculty is contingent on departmental need and at the discretion of the Division Chair. An adjunct instructor may teach no more than 9 points per regular 16-week semester or during a summer term. The maximum weekly load for part-time faculty paid by the hour on a timesheet is 25 hours. Adjunct faculty must meet the same educational requirements as regular faculty. Assignment beyond 9 points may occur only in special circumstances and requires approval by the Vice Chancellor for Academics.

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:

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.

For transferable courses, instructors are required to have a Master's degree or higher, with 18 Master's level hours in the subject area being taught.

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

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.

UA Cossatot
INSTRUCTOR QUALIFICATION FORM

Division: _____

Name: _____

Full-time Faculty Teaching 1. Transfer
Part-time Faculty Level(s): 2. Career/Technical
Concurrent Faculty 3. Developmental

Official Transcript in Personnel File Yes No

Degrees Attained	Institution	Date
Associate	<input type="checkbox"/> in _____	_____
Bachelor's	<input type="checkbox"/> in _____	_____
Master's	<input type="checkbox"/> in _____	_____
Master's Plus	<input type="checkbox"/> in _____	_____
Doctorate	<input type="checkbox"/> in _____	_____
Additional Degrees	<input type="checkbox"/> in _____	_____

PLEASE LIST COURSE INFORMATION BELOW ONLY IF MASTER'S/DOCTORATE IS NOT IN THE FIELD OR INSTRUCTOR HAS 18 GRADUATE SEMESTER HOURS IN ANOTHER FIELD.

Course ID Number	Title	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Years of in-field work experience: _____

Additional qualifications (licensure, industry certification, research in the field, continuing educations units, etc.) All must be attached.

Meets minimum UAC/HLC qualification Yes No If no, special justification must be attached.

Teaching Area/Courses:

Chief Academic Officer Date

Policy History:

November 14, 2024
November 6, 2017
