# RRPR 3-10 Instructional Workload & Employment Practices

Red Rocks Community College

Series 3 – College Personnel

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Effective: March 10, 2025

References: [BP 3-10](https://cccs.edu/about/governance/policies-procedures/bp-3-10-administration-of-personnel/) – Administration of Personnel, [BP 3-80](https://cccs.edu/policies-and-procedures/board-policies/bp-3-80-faculty-and-instructor-workload/) Faculty and Instructor Workload, [BP](https://cccs.edu/about/governance/policies-procedures/bp-3-31-evaluation-of-job-performance/) & [SP 3-31](https://cccs.edu/about/governance/policies-procedures/sp-3-31-evaluation-of-faculty-job-performance/) – Evaluation of Faculty Job Performance, Internal Guideline for Alternative Work Schedule & Flexplace, [RRPR 3-45](https://www.rrcc.edu/human-resources/procedures/RRPR3-45) Faculty Performance Plan, [SP 3-10b](https://cccs.edu/about/governance/policies-procedures/sp-3-10b-employment-practices-for-instructors/) – Employment Practices for Instructors, [RRPR 3-291](https://www.rrcc.edu/sites/default/files/Faculty_Instructor_Qualifications_procedure_RRPR%203-291_FINAL.docx) Faculty Instructor Qualifications Procedure

Approved:

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## PURPOSE

This Procedure contains pertinent information affecting employees, current through the date of its issuance. To the extent that any provision of this Procedure is inconsistent with State or Federal law, State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System (CCCS) Procedures (SPs), the law, BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System Chancellor, respectively. Employees are expected to be familiar with and adhere to the BPs, SPs, and College directives, including but not limited to this Procedure.

Nothing in this Procedure is intended to create (nor shall be construed as creating) an express or implied contract or to guarantee employment for any term. The College reserves the right to modify, change, delete, or add to this Procedure as it deems appropriate.

## SCOPE

This procedure applies to faculty, instructors, and exempt administrators and professional technical (APT) and classified staff who teach.

## PROCEDURE

### Faculty

#### Workload

An annualized full-time workload is 30 credit hours or 30 Adjusted Credit Hours ("ACH") within the standard faculty contract in an academic year, 33 credit hours or ACH for a 180-day faculty contract, and 40 credit hours or ACH for a 220-day faculty contract. ACH is defined as the average of the credit hours and the weekly contact hours, assuming the course is fifteen weeks in duration (credit hours + weekly contact hours for a 15-week course)/2.

Full-time faculty members are not required to teach outside of their contract period; however, faculty members who choose to teach outside of their contract may do so as a faculty overload assignment.

In order to complete the annualized full-time workload, faculty members are expected to work a minimum of 40 hours per week during the contract period prorated to percentage of appointment, as defined by BP 3-80. This includes an expectation that faculty perform all duties assigned by the College including:

* Meeting all classes
* Meeting all office hours
* Serving the College and System committees
* Engaging in professional development activities

Core hours for faculty are: a minimum of 3 days and 20 hours per week on campus. If exceptional circumstances require a faculty member to have less presence on campus than core hours, the faculty member may participate in the AWS process.

In addition to the core hours, faculty will be required to be on campus Monday – Thursday during the first contract week of each semester, Monday - Thursday during the first week of classes, Development Day, the Monday - Wednesday the last week of the semester, and graduation day. Advanced notice will be given for any required meetings, which may be scheduled on campus and outside of the faculty member’s set schedule, and attendance is expected.

#### Scheduling and Notification

Faculty shall schedule a minimum of five office hours per week at times that maximize accessibility and convenience for students and are required to maintain consistent and reasonable availability to all students. Office hours may include weekends and shall be scheduled in a way that is acceptable to the faculty member, the department, and the dean.

Each faculty member shall post a schedule in a prominent location near the door to their office and submit this schedule to their dean prior to the start of the semester. The schedule must include class meeting times and office hours.

Schedule changes, absences, or conflicts shall be communicated in advance to the appropriate dean, except that the faculty member shall post a note on the office door if it is necessary to reschedule office hours, and the dean need not be notified. Faculty will maintain reasonable availability during the contract period.

Overloads:  
With prior approval of the applicable dean and division vice president, full-time faculty may have up to six (6) credit hours per semester as an overload during the regular academic year, inclusive of non-credit bearing and non-teaching assignments. If consistently teaching 21 credits consideration should be given to ensuring quality of instruction and balance in the faculty member’s workload to avoid burnout. All work done as overload must be done in addition to the required minimum of 40 hours per week.

ACH are not used in the calculation of overload. Summer load for full-time faculty is limited to 15 credits. Courses taught during non-contract times between semesters, during spring or fall breaks, and study abroad trips are not included in the overload limits. Overloads in excess of 6 credit hours require the approval of the President.

Faculty are not required to offer additional office hours for overload teaching assignments; however, faculty are expected to maintain reasonable availability to all their students.

#### Faculty Appeal Process for Assigned Workloads

Should any faculty member have questions or concerns regarding the assigned workload, the first step is to request a meeting with the Dean to review the assigned workload. This review meeting shall occur prior to the first day of class. If there are concerns after this review, the faculty member may appeal to the College President. A written appeal shall be made within 14 calendar days of the Dean review stating the nature of the concern, the steps taken by the faculty member to resolve the concern, the portion of the procedure the faculty member believes has been violated, and the requested resolution. The College President will review and respond within 14 calendar days from the date the request is received. The decision of the College President is final.

Evaluation:  
Faculty will be evaluated based upon the duties described in the Faculty Performance Planning and Evaluation Form and RRPR 3-45 and in accordance with BP 3-31 and SP 3-31.

### Instructors

#### Recruitment & Selection/Maintenance of Employee Records

Chairs and directors, with oversight of the deans and in coordination with Human Resources, maintain responsibility for the recruitment, qualification, and selection of instructors within their discipline/program. The recruitment and selection process will be open and competitive when possible.

The RRCC Faculty & Instructor Qualifications Guide describes the minimum qualification requirements and verification process for teaching general education, developmental, and career and technical education courses.

Human Resources will retain all personnel records. The Academic Affairs & Workforce Innovation division will oversee all required credential and professional development records in collaboration with Human Resources.

#### Compensation

Pay rates (Level 1 through Level 3) are updated annually and published prior to the start of the academic year. Progression from Level 1 through Level 3 is described in the Tiered Pay Guideline guidelines. Compensation for payment of additional duties outside of direct instruction is managed by the supervisor and submitted for any applicable approvals prior to pay processing. Human Resources will verify the level of those instructors who teach at another CCCS College and will uphold the compensation level achieved by instructors at other Colleges.

#### Performance Feedback

Instructor classroom observations are conducted in accordance with college guidelines during the first semester of employment for each new instructor. After that, instructors are observed in the classroom annually or more often as appropriate. The chair/director, dean, vice president, or designated full-time faculty member can complete classroom observations. Instructors shall be provided with student evaluations and classroom observation information.

#### Workload

With all required approvals, instructors may work up to the 21-credit hour limit under BP 3-80.

#### Representation & Participation

Instructors may participate as official members on college and discipline related committees. Instructors participating on committees as representatives of fellow instructors will be compensated at the current published instructor non-contact hourly pay rate.

Instructors will be included on notifications of college events and professional development opportunities. Professional development opportunities that are eligible for instructor compensation will be approved in advance by the division Vice President or President and will be clearly designated in campus communications and event notifications.

Instructors must submit evidence of completion of professional development, including requested artifacts through the Professional Development Instructor Request for pay form. Instructors must complete the full professional development and required activities before requesting payment.

The Instructor Council (IC) is a forum for the representation of Instructors at RRCC. IC representatives will be compensated at the standard instructor hourly pay rate for their time participating in IC-related meetings. The SIAC representative will serve on Collaboration Council and be compensated for participation in council and committee meetings.

### Exempt Administrators & Professional Technical (APT) & Classified Staff

With the employee’s primary supervisor approval and all other instruction-related approvals, full-time, FLSA-exempt APT and classified employees can teach up to 6 credit hours per semester including summer as instructors. Six (6) credit hours will be the maximum allowed per semester across all CCCS colleges. Overload teaching assignments must be done in addition to the required minimum of 40 hours per week (prorated to the percentage of FTE when applicable). If consistently teaching 6 credits, consideration should be given to ensuring quality of instruction and balance in the individual’s workload to avoid burnout.