



COMMUNITY COLLEGE
OF RHODE ISLAND

POLICY MANUAL

POLICY TITLE: 3.5.6 Non-faculty Teaching Load

POLICY SECTION: 3.5 Academic Affairs

EFFECTIVE: 06/05

REVISED: 08/06, 2/13, 4/13

A. BACKGROUND:

In July 2005, CCRI created a committee that was charged with implementing the recommendations from the OHE audit report of CCRI practices in teaching overloads. As a result, the committee created a policy to cover the number of credit and non-credit courses that administrators and staff (non-faculty) may teach during a calendar year.

B. POLICY STATEMENT:

CCRI staff and administrators may not teach more than five (5) 3-credit courses per calendar year or the equivalent. In no case can a CCRI staff member or administrator teach more than two (2) 3-credit courses or the equivalent per semester.

C. DEFINITIONS:

Credit hour: A unit of measurement of student progress towards completing requirements for certificates and degrees. Lecture courses meet for 50 minutes for 15 weeks for one (1) credit hour.

Contact hour: A unit of measurement used to determine the pay rate for faculty teaching credit hours. A Faculty teaching one credit is paid for 50 minutes.

Credit hour equivalent: A 3 credit lecture course meets for 2 ½ hours per week for 15 weeks. Two 3-credit courses equal 5 hours of weekly instruction.

D. POLICY APPLIES TO:

This policy is applicable to all CCRI non-teaching staff and administrators.

E. EXCEPTIONS:

In emergencies or other special circumstances, policy exceptions may be made with the approval of the Vice-President of Academic Affairs and the supervisor of said employee. Such approved exceptions must be documented in writing, within three business days.

F. RESPONSIBLE DEPARTMENT:

The Office of the Vice President for Academic Affairs in consultation with the appropriate Academic Dean.

G. RELATED POLICIES:

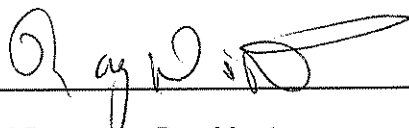
3.5.5 Non-Faculty Teaching

3.5.8 Adjunct Faculty Teaching Load

H. PROCEDURES:

Use Overload Exception Request to document approval.

APPROVED: _____



Ray M. Di Pasquale, President

7-19-13

Date