SUBJECT: Class Size and Faculty Load

I. Class Size Guidelines

The following guidelines will be used to determine the size of classes for all semesters.

A. The minimum enrollment in a classroom section (3-0) shall be 14 students. The maximum size of a classroom section shall be 36 students. The standard enrollment in an online section shall be 10-20 students. Except when otherwise specified, faculty load should have a minimum of seventy (70) students or two hundred ten (210) student contact hours per week during fall or spring semesters. Faculty load should not exceed a maximum of one hundred eighty (180) students or five hundred forty (540) student contact hours per week during fall or spring semesters.

B. Exceptions to these minimum and maximum enrollments may be made on the basis of student need as determined by the following criteria:
   1. the number of students for which the room is equipped
   2. the mission of the College
   3. the quality of instruction
   4. the efficient use of resources
   5. graduation requirements
   6. necessary component of an on-going program
   7. courses offered only once every two years
   8. other reasons as determined by the appropriate Program Chair/Department Chair, Dean, and Vice President (VP).

C. The minimum and maximum sizes of a laboratory class shall be determined on the basis of the number of students for which the laboratory is equipped and for which quality of instruction is assured.

D. Virtual College of Texas enrollment and concurrent enrollment, students taking a credit class as a general Continuing Education or Workforce Continuing Education non-credit offering, shall be counted as enrollment for purposes of load.

E. Early College High School student enrollments should be as equally distributed as possible throughout the various sections of a course.

II. Faculty Load Guidelines
The following guidelines apply to the teaching loads of full-time faculty.

A. Faculty load is calculated on the basis of Lecture Equivalent Hours (LEH) whereby an LEH is one standard 50 minute contact hour of lecture instruction per week in a regular 16 week semester.
B. The standard load for full-time faculty during a fall or spring semester is fifteen (15) LEH’s with a minimum of 70 students or 210 contact hours. The standard load for 12 month full-time faculty throughout the entire two summer terms (11-12 weeks) is twelve (12) LEH’s. The standard load for 12 month full-time faculty throughout one summer term (5½-6 weeks) is six (6) LEH’s,

C. Teaching assignments other than standard lecture are assigned LEH’s as follows:

1. Clinical instruction that requires the instructor to be at the clinical site and supervising students - 1 LEH
2. Science laboratory instruction that requires the instructor to be present and supervising students - 0.75 LEH
3. Precepted clinical instruction that involves indirect supervision of students in a clinical setting - 0.5 LEH
4. Practicums - 0.5 LEH
5. Career and Technical labs - 0.75 LEH
6. Kinesiology labs - 0.5 LEH
7. Assisted Learning in a laboratory working with students on a one-to-one basis - 0.5 LEH
8. Applied music instruction - 1 LEH
9. Non Course based remediation-classroom instruction – paid at 1 LEH
10. Undergraduate Research, 1-4 students - 1 LEH, 5-8 students - 2 LEH’s, 9 or more - 3 LEH’s
11. In the case of combined classes, LEH is split between the classes
12. Art labs – 0.5 LEH

During a fall or spring semester, faculty may teach up to 6 LEH above the standard load with the approval of the Dean. The number of preparations required, the total enrollment in all classes and the availability of adjuncts shall be considered when granting such approval. Teaching more than 6 LEH above standard load requires approval of the Vice President. Such approval will require a recommendation from the Dean. Teaching more than 9 LEH above standard load shall be granted only when extenuating circumstances have been documented. Teaching above the standard load for interim or summer sessions requires recommendation of the Dean and approval of the Vice President.

D. Teaching during an interim session is considered an overload and is compensated as such. The maximum teaching load for an interim session is three or four (3 or 4) LEH’s.

E. A faculty member will be assigned no more than three (3) different preparations unless the faculty member requests it or unless more preparations are needed to meet the minimum faculty load requirements.

F. Full time faculty will be given priority over adjunct faculty to ensure that the full time faculty minimum load requirements are met.
G. Faculty load may be evaluated over the time period stipulated in the memorandum of appointment rather than on a semester to semester basis. When faculty load requirements are not met during this period, a faculty member may elect, with administrative approval, to teach an additional course during the interim or summer without compensation.

H. Temporary work or additional LEH may be assigned to faculty to compensate for insufficient load.

I. By mutual agreement, full-time faculty may be assigned non-teaching duties, including duties as Program Chair or Department Chair, in addition to or in lieu of their teaching load. Typically, such assignments involve release time. However, when it is not deemed detrimental to teaching and learning, such assignments may be made in addition to the teaching load. Factors to be considered include enrollment, number and type of preparations, the availability of lab or clinical instructors or assistants.