

Title	: Guidelines for Full-Time Instructional Faculty – Internal Funding Sources	
Number	:	4010.01
Approved	:	11/20/25
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Reference	:	

DUTIES

- I. Assume 30 adjusted load units per year.
- II. Teach an overload of up to ten (10) adjusted load hours per semester. Overload shall be assigned by the designated administrator and be paid at the approved rate. Overloads over ten (10) adjusted load hours shall be approved by the College President or personnel designated by the College President.
- III. Post and maintain at least five (5) approved office hours per week, per semester.
- IV. Serve on College standing committees, ad hoc committees, and/or sponsor clubs or other student organizations. (These responsibilities may be voluntary or can be assigned).
- V. Be on campus and/or on College assignment at least thirty-five (35) hours per week. Faculty assigned to teach online courses may have release time at the rate of one hour per credit hour taught, up to 10 hours total. Each semester faculty will complete a weekly schedule of instructional and instructional related activities (IRA) that total a minimum of thirty-five (35) hours. Faculty who assume more than 26 adjusted load hours shall schedule additional hours equivalent to adjusted load over 26. The procedure for scheduling these hours is as follows:
 - A. Complete the load schedule for all classes taught providing the information requested.
 - B. Specify five (5) office hours. Office hours are to be scheduled over four days and normally between the hours of 8:00 AM and 5:00 PM. Faculty assigned to teach before 8 AM or after 5 PM may schedule office hours outside the normal 8 to 5 schedule to accommodate students.
 - C. Specify the hours of Instructional Related Activities on the load schedule. IRA may include advising/counseling students, serving on committees, sponsoring clubs and other student organizations, preparation for classroom instruction, conducting student evaluation (grading), and other assignments.
 - D. Categories A) and B) above will be scheduled and followed without deviation except for sickness, emergency, or other approved absences as per College policy.

 Category C) will be added to categories A) and B). For faculty who assume up to 26 adjusted load hours, these three categories must total thirty-five (35) hours per week and must occur on campus and/or on College related activities requiring the faculty member to be off campus. For faculty who assume over 26 adjusted load hours, Categories A, B, and C must total thirty-five (35) plus the adjusted load hours over 26 per week.

 The scheduling of IRA will, in many cases, be a typical schedule only and may vary somewhat from week to week.
 - E. Submit schedule to the appropriate Academic Dean.
 - F. File copy with the Vice President of Academic and Student Affairs.
 - G. Post Weekly Schedule on office door and submit Door Card through appropriate channels for approval.
- VI. Verify participation and complete all rolls by specified deadlines.
- VII. Post an approved Final Exam Schedule for finals week with at least five office hours over three days.
- VIII. Fulfill other assignments appropriate with training, experience, or interest as directed by the College President or personnel designated by the College President.

RATE, SCALE, AND CONTRACT DURATION

- I. For satisfactorily fulfilling regular duties, the full-time faculty shall be entitled to remuneration at the rate and scale approved by the District Governing Board for full-time faculty.



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- II. Prior to rendering service, a full-time faculty member shall properly execute and sign a contract not to exceed twelve (12) months. It shall be signed and on file in the appropriate administrative office of the GCCCD prior to fulfilling any duties of said contract.

