

## **ARTICLE XIV ASSIGNMENT, CONTRACT YEAR, HOURS OF SERVICE, AND PROFESSIONAL DUTIES**

### **I. Right of Assignment**

- A.** The Dean has the right to assign and/or approve each full-time faculty member's workload.
- B.** The Dean has the right to assign and approve each part-time faculty member's workload and particular assignment(s).
- C.** The Dean and faculty member will mutually agree to office hours, and committee/college service hours.
- D.** The Dean will give first consideration to full-time faculty members for additional assignments such as overload, summer session, special projects.

### **II. Contract Year**

A contract year for full-time faculty members shall be 178 days divided into the traditional fall and spring semesters as published in the Academic Calendar.

### **III. Hours of Service**

Full-time faculty members are expected to work no less than thirty-six (36) hours per week for their 30 LHE yearly assignment. A typical semester workload shall be comprised of:

#### **A. Lecture Assignment:**

- 1. Fifteen (15) hours per week of classroom or equivalent instruction.
- 2. Fifteen (15) hours per week for grading, record keeping, student advising, appointments, classroom preparation, and other professional duties as assigned.
- 3. Five (5) office hours per week during each week of the semester, including finals' week.
- 4. One (1) hour per week of committee and/or college service.

#### **B. Non-Lecture Assignment:**

- 1. Thirty (30) hours per week of direct student contact, outreach, and program specific assignments
- 2. Five (5) office hours per week.
- 3. One (1) hour per week of committee and/or college service.