

Piedmont Virginia Community College

Section I – Academic Affairs & Workforce Development Policies

I – 90.0 Teaching Overloads

Effective Date: October 2003

Last Revised: March 2026

Responsible Dept.: Vice President of Academic Affairs and Workforce Development

1. Purpose

To outline the process for determining teaching faculty overloads and associated compensation.

2. Policy Statement

Per VCCS Policy 3.8.4, a full-time teaching faculty member may be offered a teaching overload not to exceed 10 hours per academic year (fall and spring semesters).

Per VCCS Policy 3.8.2, the maximum teaching credit load for full-time faculty for the summer term is 10 credits. Teaching faculty members may be offered a teaching overload of not more than three (3) credits during the summer term.

3. Definitions

Credit Hour - 50 minutes of faculty instruction for a 15-week semester or 750 minutes of instruction.

Contact Hours - The number of hours faculty spend in direct student contact, per week, in a 15-week course, including lectures, laboratories, clinicals, seminars, supervised practice, studio instruction, or other similar instructional activities as prescribed by the course description in the college catalog.

Lecture Hour - Equates to one credit hour and one contact hour.

Laboratory Hour - Equates to one-half credit hour and one contact hour.

Clinical Hour - Equates to one-half credit hour and one contact hour.

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Studio Instruction Hour - Equates to one-half credit hour and one contact hour.

Teaching Load - The portion of the faculty member's total workload directly associated with the delivery of instruction.

4. Applicability

This policy applies to all Faculty at PVCC.

5. Responsibilities

The Office of the Vice President of Academic Affairs and Workforce Development is responsible for the implementation of this policy.

6. Procedures for Implementation

Academic deans shall establish all overload assignments. Overload assignments are offered to full-time teaching faculty based on college need and should not be routinely assigned. Overloads are approved by the Vice President of Academic Affairs and Workforce Development in advance of the start of each semester.

A faculty member who is requested to assume an additional course(s) as an overload may decline the assignment.

In accordance with VCCS Policy 3.8.4, extra pay for an overload assignment shall be compensated at the rate of the faculty member's nine-month salary multiplied by 0.015 for each overload credit hour.

Overload is not finalized until the completion of faculty teaching load assignments and review of actual hours taught for the entire academic year. Final approval for payment shall be provided by the Vice President Academic Affairs and Workforce Development.

6.1 Teaching Workload Assignments and Overloads

Per VCCS Policy 3.5.0, all full-time faculty members are required to teach between 12-15 credit hours and 15-20 contact hours in the fall and spring semesters. The number of required credit hours for a faculty member is determined by the academic dean.

Each lecture hour shall equate to one (1) credit hour and one (1) contact hour; and each clinical, laboratory, or studio instruction hour shall equate to one-half (1/2) credit hour and one (1) contact hour. Reassigned time (release time) is included in the workload calculation, and each reassigned credit equates to one (1) credit hour and one (1) contact hour.

Per VCCS Policy 3.8.6, a full-time faculty member may teach non-credit courses as part of

workload upon approval of the dean of workforce services and the academic dean. One credit hour equates to fifteen (15) contact hours for lecture courses, or thirty (30) contact hours for laboratory/skills courses offered by Workforce Services.

For nine (9) month faculty, teaching loads are calculated for the fall and spring semesters, with a teaching load of less than, or more than 12-15 credits in the fall semester being adjusted in the spring semester.

Nine (9) month teaching faculty members shall be considered as working an overload when they teach greater than thirty (30) credit hours in an academic year, or greater than forty (40) contact hours in an academic year, whichever figure results in the greatest amount of overload credit hours. In cases where the number of credit hours for a teaching load falls below twenty-four (24) credit hours in an academic year, a faculty member shall be considered as working an overload when he/she teaches greater than forty-eight (48) contact hours.

Twelve (12) month teaching faculty members are required to teach between 12-15 credit hours and 15-20 contact hours in the fall and spring semesters, and 10 credit hours in the summer semester. The number of required credit hours for a 12-month faculty member is determined by the academic dean.

Twelve (12) month teaching faculty members shall be considered as working an overload when they teach greater than forty (40) credit hours in the summer, fall, and spring semesters, or 52.5 contact hours in the summer, fall, and spring semesters, whichever figure results in the greatest amount of overload credit hours. In cases where the number of credit hours for a teaching load falls below thirty-two (32) credit hours in a full 12-month period, a faculty member shall be considered as working an overload when he/she teaches greater than sixty-three (63) contact hours.

6.2 Faculty Overload Payment Procedures

Each semester, academic deans, and supervisors complete and submit the Full-Time Overload Request Form for each full-time teaching or professional faculty member projected to teach an overload.

Forms are due to the Vice President of Academic Affairs and Workforce Development by the following deadlines:

- Fall Semester - August 1
- Spring Semester - December 1
- Summer Term - May 1

Pay for teaching overloads during the fall semester and spring semester is disbursed after May 1st of each academic year.

If separation occurs after only one semester in the academic year and an overload was

taught in that semester, payment for the overload shall be made at the end of that semester.

7. Sanctions for Violation of Policy

N/A

8. Other General Information

N/A