

SANDHILLS COMMUNITY COLLEGE TEACHING POLICY AGREEMENT

FACULTY MISSION AND PHILOSOPHY

The focus of the faculty of Sandhills Community College is on student learning through knowledge, skills, and motivation. All members of the faculty agree to uphold the moral and ethical standards inherent in the ideals, principles and purposes of the College and to promote its aims. Members of the faculty agree to be accessible to students, other faculty, staff, and to those making inquiry to the College, and to assume a fair share of the total workload of the College as may be assigned. [Per Policy 3.1](#)

PERSONNEL POLICIES

Personnel policies stated in the [Policy and Procedures](#), shall govern employment and termination actions by the College and/or its employees. The employment contract will not exceed one year. No property rights to employment exceed the length of any contract. With adequate notice, as published in the Sandhills Community College [Policy and Procedures](#), either the college or the employee can end the employment association at the conclusion of any contract year without prejudice to either party.

FULL-TIME FACULTY

The primary responsibility of a full-time faculty member is to provide quality instruction for students. To accomplish this goal, 16 to 21 contact hours based on an average class size of 21-35 students is a normal load for full-time faculty. For online classes, classes will be capped at 25 students. Such a workload represents an average for the two-semester (Fall/Spring) academic year. For 10.5-month faculty, the summer load is 3-6 contact hours in either the first or second summer session, depending on the terms of their contract. For 12-month faculty, the summer load is 9 hours over the full summer semester. Anything above the "normal load" in one semester would be considered an overload. Maximum overload allowance (without further approval) is defined as up to 2 courses or 12 contact hours (whichever is greater), per semester. Depending on department/program need, exceptions to the above range may be recommended by the appropriate Department Chair/Coordinator and are subject to approval by the Vice President of Instruction and the Senior Vice President of Academic Affairs & Institutional Planning.

In addition to the responsibilities listed above, each full-time faculty will be expected to spend several hours each week on campus involved in advising students and helping students on an individual basis. Office hours should be posted on or near the door of the faculty member's office. Each faculty member is contracted for a 40-hour work week and is expected to be on campus a minimum of 30 hours per week while under contract, including classroom instruction, office hours, and other responsibilities. When the department chair determines that a faculty member's employment responsibilities (instructional plus additional duties as required and/or assigned by the department chair) are being fulfilled, the department chair may recommend to the Vice President of Instruction an overload contract for additional instructional duties. [Per Policy 3.3.2](#)

PART-TIME FACULTY

Adjunct faculty contracts are offered on a semester basis. Pay rates are based on credentials and weekly contact hours for each course according to the NCCCS Combined Course Library. One contact hour is equivalent to 2.25 work hours. Calculated total work hours include one office hour per course section per week. The maximum number of contact hours for which an adjunct faculty member may be contracted each semester is 12 contact hours. Exceptions may be made for extraordinary circumstances and must be approved by the Vice President of Instruction, Senior Vice President of Academic Affairs and Associate Vice President of Human Resources. Contracts are subject to sufficient enrollment and are not guaranteed semester to semester. [Per Policy 5.6.3](#)

MISSING CLASS DUE TO ILLNESS

Full and Parttime Faculty members are expected to notify the department chairs immediately if classes must be missed due to illness or personal emergency. Failure to meet scheduled classes or to complete other assignments may result in loss of pay. Part-time faculty do not earn sick leave. If extended illness necessitates the employment of a substitute instructor to cover the class, the amount required to employ the substitute instructor may be deducted.

CIVILITY GUIDELINES

Sandhills Community College employees must act at all times in a manner which is consistent with the highest standards of ethics and professionalism. All members of the College community are expected to adhere to the Core Values, most notably Integrity and Respect. Although no civility policy can guarantee such conduct, the College, through its faculty and staff, will set the tone for such practice. [Per Policy 5.22](#)