



Guidelines for Faculty Staffing

Objectives of Guidelines

Deans, faculty members, and program coordinators should have flexibility and latitude in order to accomplish four objectives when developing semester schedules for faculty staffing:

1. Classes must be offered at times and in a sequence that allows students to enroll in the courses that are included in the Recommended Full-Time Schedules, the Recommended Part-Time Schedules, and the university parallel programs published in the college catalog.
2. Semester schedules should be constructed to provide students with access to faculty members during the times that students are most likely to seek assistance.
3. Semester schedules should provide for a reasonable work experience for faculty members. All faculty work 37.5 hours per week and are required to schedule 30 of those hours.
4. Faculty will work with coordinators and deans to insure that each program area has sufficient means for providing academic assistance to students.

Process

Faculty members should consider the following when constructing their semester door schedules:

- Schedules should provide for a combination of teaching load credits, office hours, and open hours. A typical schedule would include: a teaching load of 15 or more class/lab hours per semester (or equivalent scheduled hours); 10 office hours reasonably distributed throughout the faculty member's schedule, and open hours (30 hours total). Open hours are times used to accomplish course work, committee meetings, administrative duties, and a variety of other college responsibilities. Faculty typically have a five-day work week, and some hours may be scheduled on weekends. Schedules should reflect class and lab hours for overloads.
- Faculty members who teach distance courses should schedule virtual class, office, and open hours in order to be available to students at a variety of times including evenings and weekends. The Nashville

State Online Committee has constructed Virtual Faculty Guidelines and a template for scheduling virtual hours (class, office, and open hours). Please see attachment.

- At the discretion of the division dean and depending on office space availability, faculty members should be on campus an average of 15 hours per week during the fall and spring semesters to maintain their own on-campus office space.
- Faculty will work with the dean and coordinator when creating door schedules. The suggested process is as follows:
 - Faculty construct drafts of door schedules and submit to dean.
 - The program coordinator and dean review the schedules to make sure that program areas have sufficient representation during times when students will likely require assistance.
 - If changes need to be made, the dean will forward the suggested changes to faculty who will then meet with the program coordinator to create a solution.
 - Revised door schedules will be returned to the dean for final approval.
- Semester schedules will be posted on office doors and include classes, labs, office and open hours, release time, and other hours as appropriate.
- Time used to travel to teach at off-campus sites may be counted towards open hours.

Faculty Guidelines

- All faculty members have the same job description and should perform the same essential job functions.
- Faculty members should attend scheduled college, division, and committee meetings.
- It may be necessary for deans to adjust on-campus time to meet division needs. Deans can require faculty members to spend their time on campus at specified times in order to balance faculty members' presence and better serve students.
- All faculty members should be on campus at least 30 hours per week at the beginning of the fall and spring semesters through the last day of late registration and during the last week of classes each semester in order to facilitate registration.
- All open hours should be served on campus.
- Office hours for face-to-face courses should be served on campus.

NS Online
Virtual Faculty Guidelines

- Office hours for distance courses may be served off campus.
- Office hours served off campus, however, should be posted on the door schedule. Faculty members should be accessible by phone, email, discussion board, or chat during these hours.
- Classroom hours for distance courses may be served off campus.
- Two-thirds of an office hour should be served per week for each course teaching load credit. (One office hour per course teaching load credit should be served a week during the summer semester.)
- Two and one-half hours should be spent on campus per week for each teaching load credit of release time. (Three and three-fourths hours per week should be spent on campus during the summer semester for each teaching load credit of release time.)
- The formula below applies only to the first 30 teaching load credits (TLCs) during the academic year. How the 30 TLCs would be allocated by semester in the case of overloads would be determined by the dean. (During the summer semester, it only applies to the first X hours—as determined by the administration.) In order to calculate the minimum required on-campus hours and possible virtual hours, the number of teaching load credits is put into the formula in prioritized order: (1) release time, (2) face-to-face courses, (3) hybrid courses, and (4) distance courses—up to 30 hours per academic year. This order allows for maximum face-to-face faculty availability for students.
- At the discretion of the dean and depending on office space availability, faculty members should be on campus an average of 15 hours per week during the fall and spring semesters to maintain their own on-campus office space.

**Minimum On-Campus Hours
Maximum Virtual Hours**

Teaching Load Credit Category	# TLCs		Factor	On- Camp us Office Hrs	Minim um On- Campu s Hrs	Virtu al Offic e Hrs	Max Virtua l Hrs
(1) Release Time		X	2.5 (3.75) ¹				
(2) 100% Face-to-Face		X	2/3 (1.0)				
		X	2.0 (3.0)				
(3) Hybrid Courses ² :							
Face-to-Face TLCs		X	2/3 (1.0)				
		X	2.0 (3.0)				
Distance TLCs		X	2/3 (1.0)				
		X	2.0 (3.0)				
(4) 100% Distance		X	1/3 (1/2)				
		X	2/3 (1.0)				
		X	1.67 (2.5)				
TOTAL							

¹ Numbers in parentheses indicate 10-week summer semester rates.

² Hybrid course TLCs are allocated in direct proportion to how the class and lab hours are divided between the face-to-face and the distance environments.

Example: A faculty member teaches three 3-hour courses on campus and two 3-hour courses distance during either the fall or spring semester. This instructor would need to spend at least 20 hours on campus per week. Six of those hours would be office hours. This instructor could serve up to 10 virtual hours a week. Of those ten hours, four would be virtual office hours.

Teaching Load Credit Category	# TLCs		Factor	On-Campus Office Hrs	Minimum On-Campus Hrs	Virtual Office Hrs	Max Virtual Hrs
(1) Release Time		X	2.5 (3.75) ¹				
(2) 100% Face-to-Face	9	X	2/3 (1.0)	6			
		X	2.0 (3.0)		18		
(3) Hybrid Courses ² :							
Face-to-Face TLCs		X	2/3 (1.0)				
		X	2.0 (3.0)				
Distance TLCs		X	2/3 (1.0)				
		X	2.0 (3.0)				
(4) 100% Distance	6	X	1/3 (1/2)		2		
		X	2/3 (1.0)			4	
		X	1.67 (2.5)				10
TOTAL				6	20	4	10

¹ Numbers in parentheses indicate 10-week summer semester rates.

² Hybrid course TLCs are allocated in direct proportion to how the class and lab hours are divided between the face-to-face and the distance environments.

Spring 2005