FACULTY CLASSIFICATION and LOAD

Professional staff who are classroom teachers for at least 51 percent of their load are classified as faculty. Faculty ranks are as follows:

Instructor
Assistant Professor
Associate Professor
Professor

Credit part-time faculty do not hold academic rank but are considered members of the teaching staff. Credit part-time faculty are defined as part-time faculty or part-time clinical instructors.

I. Faculty Load

A full-time 10-month faculty member will teach a minimum of thirty (30) credit hours per academic year with the exception of designated release and/or reassignment time as defined by the faculty release, reassignment and stipend policy, which can be found in ISA. For most faculty, a faculty load would mean 15 credit hour equivalents per semester (fall and spring).

A full-time 12-month faculty member will teach a minimum of thirty-six (36) credit hours per academic year, commencing with the fall semester, with the exception of designated release and/or reassignment time as defined by the faculty release, reassignment and stipend policy, which can be found in ISA. For most faculty, a faculty load would mean 15 credit hour equivalents per semester (fall and spring) and 6 credit hour equivalents for summer.

Part-time faculty (not employed in a full-time capacity at ACM) may teach a maximum of eleven (11) credits per semester. One credit hour of instruction equates to 2.25 clock hours per week for part-time faculty instruction and related course work. Part-time faculty may not engage in other employment at the college while teaching the maximum of eleven (11) credits per semester.

Part-time faculty who are also full-time exempt staff members of Allegany College of Maryland may only teach a maximum of three (3) credits per semester or one course per semester. The maximum amount of time spent away from their primary position should be no more than five (5) contact hours per week.

II. Division Chairpersons/Program Directors/Program Coordinators

Division chairpersons (DC), program directors (PD), program or clinical coordinators, assistant chairpersons and assistant program directors are appointed by the Senior Vice President of Instructional and Student Affairs (SVPISA) to administer an academic division or career program. They are faculty members eligible for tenure as teaching faculty under a faculty 10-month or 12-month contract. They serve in their role as chairman/director/coordinator/assistant at the pleasure of the Senior Vice President of Instructional and Student Affairs.

The Program Director/Division Chair can be expected to be released at least 3 credit hours per semester (Fall and Spring) and released 3 credit hours for Summer if appointed to a 12-month contract. Maximum teaching credits during the summer is limited to 6 credits (3 credits release and 3 credit course) unless approved by the academic dean and SVPISA.

III. Faculty Overload

Compensation for full-time faculty teaching more than their required load as defined in Section I is called Overload. Overload will be paid for every credit over the required load at the overload pay scale.

Compensation for faculty overload will be paid per semester based on 15 credits per semester. 12-month faculty overload for summer will be based on 6 credits for the summer semester. When an overload is calculated and authorized, it is assumed that the faculty member will have a regular full-scheduled the following semester and/or summer.

A faculty member may teach only one course or a maximum of 3 or 4 credit hours on an overload basis during any semester. Exceptions may be granted by the academic Dean and SVPISA on an as needed basis.