



# FACULTY LOAD

2025-2026

# Load Requirements

LHE shall be assigned to full-time instructional faculty who work annual contracts as follows:



Contract Type	Minimum LHE	Maximum LHE
175 Days	28	30
195 Days	31	33
215 Days	34	36
244 Days	39	41

# Reassign Time

A temporary diversion of a faculty member's scheduled load (e.g., teaching a class) to perform different, valuable duties.

Athletics				Coordinator/Director			
Director, Athletics	30.75	Annually	75% of max contract load	Coord, Std Learning Outcomes	4	Per Full Semester	May be held by 2 members
Assistant Coach - Football	8	Annually		Coordinator Fire Technology	24	Annually	May be held by 2 members
Head Coach - Football	17	Annually		Coordinator, Acad. Suc. Ctr	24.75	Annually	75% of max contract load
Head Coach - Baseball	12	Annually		Coordinator, Early Child Educ	6	Annually	20% of max contract load
Head Coach - Softball	12	Annually		Coordinator, Welding	7.5	Annually	25% of max contact load
Head Coach - Basketball (Men's)	12	Annually		Coordinator, Work Experience	3	Per Full Semester	
Head Coach - Basketball (Women's)	12	Annually		Coordinator/Director, EMS	30.75	Annually	75% of max contract load
Head Coach - Soccer (Men's)	12	Annually		Cord/Dir, Police Academy	0	Annually	75% of max contract load
Head Coach - Soccer (Women's)	12	Annually		Instructor, EMS - Mendo	4	Annually	
Head Coach - Beach Volleyball	12	Annually		Technical Theater Dirtr/Spvsor	10	Annually	33% of max contract load
Head Coach - Volleyball	12	Annually		Committees			
Head Coach - Track and Field	12	Annually		Academic Senate President	7	Per Full Semester	10 LHE/Semester. Can assign LHE to Secretary
Head Coach - Cross Country	12	Annually		Academic Senate Secretary	3	Per Full Semester	
As Assigned				Curriculum Committee Chair	4	Per Full Semester	
Faculty Association President	6	Annually	12 LHE Annually to be assigned	Phi Theta Kappa Advisor	1.5	Per Full Semester	May be held by 2 members
Faculty Association Secretary	6	Annually		Nursing			
LAS Program Review	3	Per Program Review	May be held by 2 members	Asst. Dir., Nursing LVN to RN	15	Annually	May be held by 2 members
Mentor for New FT Faculty	0.5	Per Full Semester		Asst. Dir., Vocational Nursing	3.75	Per Full Semester	7.5 per Full Semester for start up and 3.75 per Full Semester after. May be held by 2 members.
New FT Faculty (1st & 2nd Semester)	1	Per Full Semester					

Reassign time is given on the Annual or Semester basis.

Reassign time is granted at the beginning of the specified period and should not be calculated as Overload.

# Calculating Load

## What is LHE?

- LHE stands for Lecture Hour Equivalent and is calculated per COS CBA Section 9.3.2 as follows:
  - Lecture = Total Hours  $\div$  18
  - Lab = Total Hours  $\div$  18  $\times$  .7
  - Non-Credit = Total Hours  $\div$  18  $\times$  .7
  - Coaching = Total Hours  $\div$  18  $\times$  .5
- Courses will be converted to LHE based on the hours set forth in the Course of Record unless special circumstances exist. An example being variable units/hours or multiple instructors.

## EXAMPLES

### MATH 1050

Scheduled as 58.5 Lecture Hours and 45 Lab Hours

Lecture		Lab
$58.5 \text{ hrs} \div 18 = 3.25 \text{ LHE}$	+	$45 \text{ hrs} \div 18 \times .7 = 1.75 \text{ LHE}$

MATH 1050 equates to 5 LHE

### HIST 1018

Scheduled as 54 Lecture Hours and 18 Lab Hours

Lecture		Lab
$54 \text{ hrs} \div 18 = 3 \text{ LHE}$	+	$18 \text{ hrs} \div 18 \times .7 = .7 \text{ LHE}$

HIST 1018 equates to 3.7 LHE

# Calculating Overload

LHE that goes over the Maximum LHE requirements for your contract type will be paid as overload.

- General Rules
  - Release or Reassign time will not be paid as Overload unless there are no other options.
  - Courses will be marked as Overload based on the order taught, unless a course is added late.

Semester	CRN	Course Info	Title	Meeting Info	Type	Contract	Hours	LHE
Fall								
1	7062	MATH-1050	Elementary Statistics	08/21/23 - 12/14/23	Lec	Regular	58.5	3.25
					Lab	Regular	45	1.75
2	7106	POLS-1001	Am. Gov: Nat/State/Local	08/21/23 - 12/13/23 - 09:00A - 10:25A	Lec	Regular	54	3
3	7519	HIST-1023	American Military History	08/21/23 - 12/13/23 - 10:35A - 12:00P	Lec	Regular	54	3
4	7110	PSY-1001	General Psychology	08/21/23 - 12/14/23 - 12:10P - 01:35P	Lec	Regular	54	3
5	7115	PSY-1003	Social Psychology	08/22/23 - 12/14/23 - 09:00A - 10:25A	Lec	Regular	54	3
Spring								
6	3070	ECE-1999	Human Development	01/29/24 - 05/23/24	Lec	Regular	54	3
7	3151	ENGL-1001	College Composition	01/29/24 - 05/23/24	Lec	Regular	72	4
8	3156	ENGL-1502	Argumentative Writ-Crit Think	01/30/24 - 05/23/24 - 09:00A - 10:25A	Lec	Regular	54	3
9	3153	ENGL-1021	WritingforCntemparyDgtlPltfrms	02/20/24 - 05/23/24	Lec	Regular	54	3
10	3071	ECE-2003	Young Child With Special Needs	04/01/24 - 05/23/24	Lec	Overload	54	3
Grand Total							607.5	33

# Identifying Partial Overload

Semester	CRN	Course Info	Title	Meeting Info	Type	Contract	Hours	LHE
<b>Fall</b>								
	1	7062	MATH-1050	Elementary Statistics	08/21/23 - 12/14/23	Lec	Regular	58.5 3.25
		7062	MATH-1050	Elementary Statistics	08/21/23 - 12/14/23	Lab	Regular	45 1.75
	2	7106	POLS-1001	Am. Gov: Nat/State/Local	08/21/23 - 12/13/23 - 09:00A - 10:25A	Lec	Regular	54 3
	3	7519	HIST-1023	American Military History	08/21/23 - 12/13/23 - 10:35A - 12:00P	Lec	Regular	54 3
	4	7110	PSY-1001	General Psychology	08/21/23 - 12/14/23 - 12:10P - 01:35P	Lec	Regular	54 3
	5	7115	PSY-1003	Social Psychology	08/22/23 - 12/14/23 - 09:00A - 10:25A	Lec	Regular	54 3
<b>Spring</b>								
	6	3151	ENGL-1001	College Composition	01/29/24 - 05/23/24	Lec	Regular	72 4
	7	3156	ENGL-1502	Argumentative Writ-Crit Think	01/30/24 - 05/23/24 - 09:00A - 10:25A	Lec	Regular	54 3
	8	3153	ENGL-1021	WritingforCntemparyDgtlPltfrms	02/20/24 - 05/23/24	Lec	Regular	54 3
	9	3151	BA-0920	Practical Accounting	03/15/24 - 05/23/24	Lec	Regular	54 3
	9	3151	BA-0920	Practical Accounting	03/15/24 - 05/23/25	Lab	Regular	18 0.7
Grand Total							571.5	30.7

- The above load profile will result in a partial overload.
- In this case, .7 LHE needs to be allocated from the Lecture **and** Lab LHE to ensure proper payment.

# Allocating Partial Overload

- Lecture and Lab LHE will be determined based on the Percentage Totals of the course LHE.
- In this case, 81% of the course LHE is Lecture and 19% is Lab. Therefore, 81% of the Partial Overload of .7 will be paid as Lecture and the remaining 19% will be Lab.

Semester	CRN	Course Info	Title	Meeting Info	Type	Contract	Hours	LHE	
Fall									
	1	7062 MATH-1050	Elementary Statistics	08/21/23 - 12/14/23	Lec	Regular	58.5	3.25	30
		7062 MATH-1050	Elementary Statistics	08/21/23 - 12/14/23	Lab	Regular	45	1.75	
	2	7106 POLS-1001	Am. Gov: Nat/State/Local	08/21/23 - 12/13/23 - 09:00A - 10:25A	Lec	Regular	54	3	
	3	7519 HIST-1023	American Military History	08/21/23 - 12/13/23 - 10:35A - 12:00P	Lec	Regular	54	3	
	4	7110 PSY-1001	General Psychology	08/21/23 - 12/14/23 - 12:10P - 01:35P	Lec	Regular	54	3	
	5	7115 PSY-1003	Social Psychology	08/22/23 - 12/14/23 - 09:00A - 10:25A	Lec	Regular	54	3	
Spring									
	6	3151 ENGL-1001	College Composition	01/29/24 - 05/23/24	Lec	Regular	72	4	
	7	3156 ENGL-1502	Argumentative Writ-Crit Think	01/30/24 - 05/23/24 - 09:00A - 10:25A	Lec	Regular	54	3	
	8	3153 ENGL-1021	WritingforCntemparyDgtlPltfrms	02/20/24 - 05/23/24	Lec	Regular	54	3	
	9	3151 BA-0920	Practical Accounting	03/15/24 - 05/23/24	Lec	Regular	43.74	2.43	0.7
		3151 BA-0920	Practical Accounting	03/15/24 - 05/23/25	Lab	Regular	14.7	0.57	
		3151 BA-0920	Practical Accounting	03/15/24 - 05/23/26	Lec	Overload	10.26	0.57	
		3151 BA-0920	Practical Accounting	03/15/24 - 05/23/27	Lab	Overload	3.3	0.13	
Grand Total							571.5	30.7	

CRN	3151	Practical Accounting	
Partial LHE	0.7		
Course Totals			LHE
Lec Hours	54	=Lec Hrs ÷ 18	3
Lab Hours	18	=(Lab Hrs÷18) x 0.7	0.7
Total	72		3.7
Partial Course Totals			LHE
% LHE Lec	81%	=Lec LHE/Total LHE	0.57
% LHE Lab	19%	=Lab LHE/Total LHE	0.13
Total	100%		0.7
	<b>LHE</b>		<b>Hours</b>
<b>Lecture</b>			
Reg Load	2.43	=(LHEx18)	43.74
Partial	0.57	=(LHEx18)	10.26
Total	3.00		54.00
<b>Lab</b>			
Reg Load	0.57	=(LHEx18) ÷ .7	14.7
Partial	0.13	=(LHEx18) ÷ .7	3.3
Total	0.70		18.00

# Frequently Asked Questions

- Concurrent Classes
  - The class with the highest LHE shall be used for calculating workload.
  - The class with the highest hourly rate of pay shall be used for determining compensation.
- Reassign time is given on the Annual or Semester basis. Reassign time is granted at the beginning of the specified period and should not be calculated as Overload.

