

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

FACULTY INSTRUCTIONAL WORKLOAD

Effective December 11, 2025

Procedure 5-20 (B)

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- (1) The collective bargaining agreement between Columbus State Community College and the Columbus State Education Association (CSEA) articulates workload expectations for faculty and provides detailed guidance about roles and responsibilities.
- (2) The workweek for tenure-track faculty is as follows, with the calculation of contact hours and credit hours calculated as defined by the Ohio Department of Higher Education's Guidelines & Procedures for Academic Program Review published in August 2025.
 - (a) Instructional and Reassigned Workload: The standard instructional load (i.e., standard minimum workload) is thirty (30) contact hours per academic year, equivalent to fifteen (15) contact hours each semester.
 - (1) Contact Hour: A contact hour is one lecture, laboratory or clinical hour. Contact hours may be voluntarily reassigned to other work as provided for in the College-CSEA agreement.
 - (b) Grading and Class Preparation: Twelve (12) hours per week each semester.
 - (c) Office Hours: Faculty are required to hold eight (8) hours per week each semester.
 - (d) Mission and Learning Support: Faculty will be required to undertake a minimum of five (5) hours per week in Mission and Learning Support activities that are not grading and class preparation.
- (3) Annually Contracted Faculty (ACF) are faculty who hold the same qualifications or degree required of full-time tenure-track faculty. The ACF workload is as follows:
 - (a) Instructional Workload: Eighteen to twenty-one (18-21) instructional hours per semester.
 - (b) Departmental Workload: Three (3) departmental hours per semester.
 - (c) Overload Hours: Up to an optional three (3) overload hours per week, per semester.
 - (d) Instructional hours may be voluntarily reassigned to other work as provided for in the College-CSEA agreement.
- (4) Adjunct faculty are typically hired for specific instructional roles. Their workload is defined by their individual employment contracts.

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- (5) The College is dedicated to the policy of constructive corrective action on employees who violate work rules, policies, and/or established procedures of the College. The corrective action process is detailed in the College-CSEA agreement, ranging from informal corrective counseling to formal progressive corrective action that may include:
- (a) Corrective counseling
 - (b) Written reprimand
 - (c) Suspension with or without pay
 - (d) Salary reduction
 - (e) Demotion
 - (f) Removal

New procedure approved by the President: December 11, 2025