

INSTRUCTIONAL ASSIGNMENTS

The Class Schedule constitutes the primary duty assignment for faculty at the College. Following are guidelines that should be followed:

1. Faculty members will provide instruction for the required number of contact hours per week as prescribed by the Texas Higher Education Coordinating Board.
2. Faculty members are expected to supervise their own laboratories unless previous arrangements are made for authorized supervision.
3. Faculty members may be assigned internet, hybrid, or face-to-face class at any of the teaching locations. These assignments may be during the evening hours.
4. A full-time faculty member will not ordinarily be scheduled to teach more than one section in the evening in any given semester. In those cases where two sections are assigned (e.g., filling out contract load, no other qualified teacher available, request of the instructor, etc.), efforts will be made to schedule the classes so that they meet only two nights a week.
5. Faculty members should be allowed to teach courses at various levels for which they are qualified within their departments.