



Ohio Administrative Code

Rule 3358:5-3-12 Faculty workload policy.

Effective: October 6, 2026

- (A) Faculty whose principal appointment is in associate degree departments and programs, with no, or limited baccalaureate activity, should have undergraduate teaching as their major responsibility. Some faculty may have unique institutionally assigned administrative responsibilities in addition to professional development and service as part of their workload expectations. Faculty with institutionally designated responsibilities are expected to devote at least seventy-five per cent of their total workload to teaching-related activities. Other faculty are expected to devote at least 80 percent of their total workload to teaching-related activities, with the remaining devoted to professional development and service (Ohio department of higher education standards for instructional workloads for full-time and part-time faculty).
- (B) Part-time faculty include those persons appointed to carry out instructional responsibilities dictated by enrollment demand or by the special needs of an academic unit. Because their primary responsibility is teaching, part-time faculty are not usually expected to engage in other duties. Like all faculty, they are expected to fulfill all teaching obligations, including meeting all sessions of assigned classes, preparation for the classes, timely grading and return to students of assignments and examinations, and maintaining office hours or another method of permitting students in their classes to meet with them. The actual assignment of instructional responsibilities for a part-time faculty member will be determined by contractual agreement with the institution (Ohio department of higher education standards for instructional workloads for full-time and part-time faculty).
- (C) Clark state college's load for instructional faculty is designed to be competitive with other colleges of similar size and geographic location.
- (D) The teaching load for nine-month full-time instructional faculty is fifteen load hours per term or thirty per academic year.
- (E) The number of days nine-month faculty are on contract is one hundred seventy-three.
- (F) Faculty workload procedures will be reviewed and updated every five years.