



Pikes Peak State College (PPSC) Educational Procedure EP 185 – Faculty Workload

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[EP 185 Form: Remote Work Application](#)

US Department of Education [Title 34.B.VI.A §600.2](#)

Approved By:

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I. Purpose:

This Educational Procedure (EP) provides a standard process for faculty to plan, organize, and document their time in accordance with contractual requirements and system and college policies.

II. Scope:

These procedures apply to all regular faculty and limited faculty across all PPSC divisions. Faculty who are less than full-time, 1.0 FTE, (0.5/0.75/0.8), or those who have an alternative teaching schedule should contact their Executive Dean, Associate Dean, or supervisor for their specific workload-based requirements. Workload requirements will be reviewed during the annual faculty performance review.

III. Procedure:

A. CONTRACT WORKDAYS

In Colorado community colleges, faculty contracts are for **166 duty days**.

- There are 150 teaching days—seventy-five (75) teaching days during fall and seventy-five (75) teaching days during spring semester.
- There are sixteen (16) other duty days.
 - Five (5) days during Fall Professional Development Week (PDW)
 - Five (5) days during Spring PDW
 - One (1) day for graduation.
 - Five (5) additional faculty duty days that may be served during regular business hours when the college is open, and classes are not in session. These days are allowable during the following times and must be pre-approved by the appropriate Executive Dean, Associate Dean, or supervisor:
 - The end of the summer semester to the beginning of fall PDW
 - Tuesday after Labor Day
 - Wednesday and Friday of Thanksgiving week
 - Between the end of fall semester and December 24
 - Prior to spring semester from January 2 until the start of spring PDW
 - The Monday of the Dr. Martin Luther King, Jr. Holiday week
 - All days during spring break
 - End of spring semester to the beginning of the summer term.

B. WORKLOAD CONSIDERATIONS

Regular faculty have the obligation to maintain a full load in accordance with their annual contract. A full load may consist of a combination of teaching, releases, or other duties as assigned by and/or negotiated with the appropriate area Executive Dean, Associate Dean, or supervisor. The workload agreed upon should be on the faculty's Outlook calendar (see Calendaring section below for details).

1. Teaching:

Full-time load consists of teaching load contact hours per week, depending on the program as specified in Appendix B of the Compensation Manual - Discipline Specific Load Requirements and in consultation with Division leadership.

2. Professional Development Week (PDW):

Spring and Fall PDW are contracted work weeks (40 hours) for faculty.

3. Division and Department Meetings:

Attendance at division and department meetings is a requirement unless pre-approved by the Executive Dean, Associate Dean, or supervisor. Department Chairs need to submit their department meeting schedule for the year to the Executive Dean or Associate Dean for scheduling prior to the end of Fall PDW.

4. Graduation Day:

The day of graduation is part of the faculty contract. Faculty who are not present on graduation day need to receive prior approval from their respective Executive Dean, Associate Dean, or supervisor either take four (4) hours of personal leave or arrange to make up the time during appropriate extra duty days prior to the start of the summer term.

5. Advising:

Faculty may provide student advising hours during the fall and spring semesters as necessary. These advising hours shall be planned as follows:

- Hours per week/month to address student's needs.
- Frequency should support student and faculty interaction as approved by the Executive Dean, Associate Dean, or supervisor.
- Time as necessary to address student's needs.
- Noted on calendar as in-person, virtual (e.g., WebEx), phone, or email.
- Available for walk-in or virtual drop-in advising if student is not scheduled.
- Make calendared advising hours available to division staff to book student appointments as necessary.
- Advising time blocks shall be marked on the faculty's calendar as **tentative** or **free**.

6. Office Hours:

Office hours are intended for activities such as student meetings and support, class preparation, grading, and department/division activities. These office hours shall be planned with division leadership as follows:

- Hours per week to address student's needs.
- Noted on calendar as in-person or virtual (e.g., WebEx)
- Additional office hours as needed to meet the 40 hours-per-week requirement.

7. Overload:

Overload is any assignment for which a faculty is contracted to complete a task for a predetermined number of contact hours over and above their contact hour load requirement.

- Overload courses are at the Executive Dean's discretion.
- Faculty must have their Executive Dean, VPI, and President approval to exceed twenty-one (21) credits per semester.
- Course schedules are developed by the appropriate Department Chair or scheduler designated by the area Executive Dean each semester. Regular faculty will have the opportunity to request a schedule. However, there is no guarantee that the requested schedule will be granted.
- Faculty shall work to schedule their load within their primary discipline and shall notify their area Executive Dean or Associate Dean prior to agreeing to teach courses from outside their primary discipline.

8. Leave:

Faculty do not accrue annual leave. However, a maximum of sixteen (16) hours per year of a faculty member's sick leave may be granted to faculty for personal reasons (faculty personal leave). Faculty may carry over up to sixteen (16) hours of faculty personal leave from year-to-year. No more than thirty-two (32) hours of faculty personal leave may be used in any year and no more than sixteen (16) hours of faculty personal leave may be used in any week. Vacations must be scheduled outside contracted duty days. Personal days must be pre-approved by the Executive Dean, Associate Dean, or supervisor before they are submitted in the leave system and are taken out of the sick leave.

C. CAREER START FACULTY AND INSTRUCTORS

Career Start (CS) instructor and faculty course compensation is funded through the instructional division. The instructional division is responsible for submitting all sub pays. Compensation will be based on contact time with students, rather than course assignments or semester terms, such as bi-semester terms.

Faculty will submit a Workload Approval Form (WAF) no later than the Wednesday prior to the start of the semester during Professional Development Week (PDW).

Instructors will submit the Career Start Instructor Assignment Form no later than the Wednesday prior to the start of the semester during Professional Development Week (PDW).

Instructors:

Each instructor will be compensated for 225 contact hours (equivalent to 15 credit hours) regardless of the courses and modalities they teach, provided they teach Career Start five days per week (9:00 – 11:40 am).

This allocation is based simply on the contact time with the students.

- a. 4 days – 180 contact hours (equivalent to 12 credit hours)
- b. 3 days – 135 contact hours (equivalent to 9 credit hours)
- c. 2 days – 90 contact hours (equivalent to 6 credit hours)
- d. 1 day – 45 contact hours (equivalent to 3 credit hours)

Career Start contact time per semester equals 222 hours. This does not include activities such as parent-teacher night, which is an example of an event that could be used to fulfill the remaining 3 hours to reach a total of 225 hours. High School programs will submit for additional pay for any Career Start meetings.

Faculty:

Faculty who teach Career Start will be allocated up to 225 contact hours per semester (equivalent to 15 credit hours), regardless of the Career Start courses and modalities they teach, provided they teach Career Start five days a week.

Load allocation is based simply on the contact time with the students.

- a. 4 days – 180 contact hours (equivalent to 12 credit hours)
- b. 3 days – 135 contact hours (equivalent to 9 credit hours)
- c. 2 days – 90 contact hours (equivalent to 6 credit hours)
- d. 1 day – 45 contact hours (equivalent to 3 credit hours)

If a faculty member has a load of 270 contact hours (18 credits), they are still compensated for only 225 contact hours (15 credits), provided they teach five days a week in Career Start.

Faculty are not compensated for Career Start meetings or parent-teacher meetings, as faculty work 40 hours per week as part of EP 185 Faculty Workload.

Faculty who teach Career Start will follow the same faculty workload considerations (EP 185) as non-Career Start faculty, which include extra duty days, advising, and office hours.

D. CALENDARING REQUIREMENTS

Each academic term, during PDW, faculty should post their semester workload schedule on their Outlook calendar making it viewable using the “Can view titles and locations” setting to “People in my Organization” ([Share a calendar in Outlook](#) how-to’s). Personal appointments can be locked to viewers using the [“Make an appointment or meeting private”](#) feature. Changes to the schedule, such as but not limited to, addition/deletion of office or advising hours, complete location information of field trips and any activities taking place outside of class, personal days, etc., should be completed in a timely manner.

The Outlook calendar shall reflect:

- Contracted duty days 166, and 40 hours per week.
- Faculty are encouraged to be on campus 10 hours per week outside teaching hours. However, it is recognized that each division/discipline is unique with different instructional needs. Faculty members should work with departmental and division leadership to define their on-campus time with approval of the Executive Dean and

reflect that on their calendar. If a faculty member is teaching mostly online, then they should be on campus as required by division leadership.

- On campus definition: Any place of college business to include home campus, other campuses, high school locations, authorized field trips, meetings inside or outside the college for college business, recruiting events, and/or continuing education events.

Each week, the Outlook calendar shall include:

- Teaching time
- Office hours
- Advising as necessary
- Additional faculty duty time: grading, evaluating, course preparation, etc.
- Overload scheduling is in addition to the forty (40) hours each week. Overload assignments should be calendared and clearly identified as overload.
- Any committee work or other duties.

Absence: Any absence from scheduled duties must be approved by the appropriate Executive Dean or Associate Dean, with notification to the program chair and division admin staff for any teaching or department meeting absences.

E. WORKLOAD AND SCHEDULE MANAGEMENT

Faculty and instructors are expected to teach all scheduled classes for the full class period. If an absence from a scheduled class becomes necessary, the following actions are required.

- Notify the supervisor and division administrative team of the absence as far in advance as possible.
- Follow division and program procedures to either coordinate remote instruction, or to plan for a substitute. In many cases, it will be possible to plan remote synchronous instruction or activities such as watching a video, reading course materials, or working on a project in lieu of the regular course meeting. If these options are not feasible, then faculty and instructors must follow division and program procedures to obtain a substitute instructor.
- If an emergency makes advance notice impossible, the faculty or instructor should notify the appropriate office staff and Executive Dean or Associate Dean as soon as possible with the reason for the absence.
- Reflect the change of modality or absence on the faculty's calendar.

Absences for faculty professional development or other required activities require approval and coordinated with the Executive Dean, Associate Dean, or supervisor of the appropriate division. A written plan for class coverage may be required prior to the scheduled absence.

Substitutes will be compensated at the substitute tier pay rate. The faculty or part-time instructor of record may take sick leave to cover absence for load and overload (SP 3-60). If the faculty or part-time instructor of record does not have enough sick leave or opts not to take sick leave, then pay will be deducted accordingly.

Faculty or part-time instructors can only change classrooms or scheduled class times with an official request to Instructional Support with approval through department/division leadership. Additionally, faculty may offer special sessions to make up missed class time with pre-approval from department and division leadership. This includes asking students to come in early or stay late.

Classes may only be canceled with the permission of the Executive Dean or delegate. Only the College President or his delegate may close or cancel classes for inclement weather.

F. GRADING AND FEEDBACK

Students need regular and timely feedback on their progress and coursework during the term of the course.

- Coursework and/or coursework feedback must be returned to students in a timely manner. *Timeliness of feedback* falls under the Department of Education (DOE) substantive interaction requirements for distance education defined as “commensurate with the length of time and the amount of content in the course or competency” ([Title 34.B.VI.A §600.2](#)).
- Graded feedback should be completed within 10% of the length of the term after the test or assignment due date. It is the instructor’s responsibility to give this feedback and return coursework if needed.

15-week term = 10 days (not to exceed 20)

12-week term = 8 days (not to exceed 16)

10-week term = 7 days (not to exceed 14)

7-week term = 5 days (not to exceed 10)

Faculty and part-time instructors that are scheduled to teach online should complete the eLearning Boot Camp or appropriate training prior to the start of the semester. The Executive Dean may give special discretion if needed.

Appendix A: Alternate Work Arrangements

Alternate work arrangements and exceptions to on-campus requirement may be requested by submitting the *Pikes Peak State College Remote Work Application* (located in Forms in the Portal). All alternate work arrangements must be approved by the appropriate Executive Dean and submitted to Human Resource Services prior to implementing the adjusted schedule.

Guiding Principles:

- PPSC Mission: Students Succeed at PPSC
- Offering Excellence in Student Service
- Efficiency and Effectiveness in Providing Services – Flexibility for Students, Impact on other Departments.
- Teamwork and Collaboration
- Creating a sense of Belonging for Students, Faculty, and Staff

I. Purpose:

The purpose of this appendix is to outline the requirements for faculty alternative work arrangements.

II. Scope:

This guideline is intended to assist faculty and supervisors in determining eligibility for alternative work arrangements and provides a process to request any non-standard work arrangement. Not every faculty member will be afforded the option of an alternative work arrangement.

III. Procedure:

Any faculty requesting to spend the majority of their time off campus or asking for any other alternate work arrangement from their job description, should complete and submit the PPSC Remote Work Application located in the Forms section of the PPSC Portal. Until an application is approved, faculty should act in accordance with EP 185. To request an ADA (Americans with disability act) Reasonable Accommodation, please contact PPSC Human Resource Services. If it becomes necessary to change campus hours immediately to meet the needs of students and the department, faculty need to work with the division and departmental leadership on temporary arrangement until the approval of the remote work application.

A. Definitions and Considerations

1. Additional Availability:

Faculty with approved alternate work arrangements may be required to attend certain on campus meetings or discussions as needed (including, but not limited to, student consultations, meetings with supervisors, human resources, or for academic concerns). Every effort will be made to conduct hyflex division and department meetings as often as possible.

2. Alternative Work Arrangement:

This may refer to an alternative work schedule, remote work (flexplace), or both. Alternative work arrangements must be approved by the faculty's supervisor in accordance with these guidelines, with documentation of the arrangement on file with Human Resource Services.

3. Class Format:

A faculty member may request to temporarily change the modality of an already-scheduled course in the event of illness of the faculty member or extenuating circumstances. This arrangement should be approved by the departmental and division leadership prior to the modality being changed. Any permanent change in modality will need to be approved by Executive Dean, Associate Dean, or supervisor.

4. Effective Coverage:

The Pikes Peak State College Remote Work Application is to be completed/updated on a semester-by-semester basis, will be reviewed on a regular basis, and may be revoked at any time.

5. Hybrid Workspace:

Employee has a set schedule where they work a combination of days at a remote location and days in the office. The faculty may have an assigned workspace at the primary campus which is based on where the faculty teaches most of the time. The on-campus hours, or the hours all faculty must be present, are generally established in collaboration with their respective supervisor, Associate Dean and/or Executive Dean.

6. Eligibility:

All faculty designated as eligible are qualified to participate in Hybrid Workspace with the written agreement of their Associate Dean and/or Executive Dean and contingent upon successful performance and productivity. Faculty may not be eligible to participate for the following additional reasons:

- Faculty performance does not meet expectations
- Prior disciplinary action
- Documented violation of the State's Code of Conduct
- Demonstrated diminished individual or organizational performance.

7. Equipment and Information Technology:

Every effort will be made to provide each employee at PPSC with an approved alternative work arrangement form with the following equipment for their primary workspace. Mobile equipment may be used both in the primary workspace and in the alternative workspace as needed. This list is subject to change based on availability and department budget.

- Laptop
- External Monitor
- Mouse
- Keyboard

Divisions will determine the appropriate equipment needs (including hardware, software, and other office equipment). Faculty have a responsibility to safeguard government property and are responsible for the care, security, and effective utilization of such property, including computers, tablets, phones, and related equipment used to perform official duties. Faculty may be financially responsible for the property if it is lost, stolen, damaged, or destroyed because of negligence, improper or willful actions.

8. Faculty Availability:

Whether working in an alternate arrangement or not, faculty are typically expected to respond to email within 24 hours during the work week.

9. Instructors:

This document applies to full-time faculty; part-time instructors should consult with their chairs and/or Executive Deans regarding work arrangements.

10. Remote Work (Flexplace):

A work location that differs from PPSC. This may include working from an employee's home or other workspace that is offsite (such as another PPSC facility). Remote work is not permitted in a public location using public WIFI, such as a restaurant or library. Flexplace is generally not intended to be used on a full-time, daily basis. It may include a set schedule or only occur on an occasional basis, as needed, and approved by the supervisor. Remote work is required to be performed within the State of Colorado.

11. Tax Implications:

The faculty member must continue to live and work in the State of Colorado; personnel and tax law implications of working from out of state can be discussed with Human Resource Services if further clarification is needed.

12. Workers' Compensation:

PPSC provides workers' compensation coverage, as required by State regulation, for employees who are injured during the course and scope of employment.

Injuries sustained by the employee in a home office location and in conjunction with their regular work duties may be covered by workers' compensation. The employee must report work-related injuries immediately to their supervisor and will comply with all PPSC reporting requirements established for the purpose of reporting such claims. State statutes require written notice of a work-related injury or illness be given to the employer within 4 business days of the incident.

The employee is liable for any injuries sustained by visitors to their home worksite. PPSC is not responsible for injuries unrelated to such work activities that might occur in the defined off-site work location or elsewhere.

13. School Closures:

If area schools/daycare facilities close or a classroom closes due to unforeseen circumstances and parents are affected, supervisors will be expected to work with those faculty. Parents are required to provide documentation of the school or classroom closure.

14. Potential Changes:

Alternate work arrangements are subject to change based on federal or state public health guidance, or new directives from the Governor, CCHE, or CCCS.












EP 185 Faculty Workload 8.1.2025

Final Audit Report

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