

Lakeland Community College

POLICY TITLE:	FACULTY WORKLOAD
POLICY NO:	3354-2-21-07
ORIGINALLY APPROVED DATE:	10/31/25
REVISED DATE:	N/A
EFFECTIVE DATE:	10/31/25
NEXT REVIEW DATE:	10/2030
RELATED PROCEDURE:	TBD
RESPONSIBLE OFFICE(S):	OFFICE OF THE PROVOST
APPROVED BY:	BOARD OF TRUSTEES

Under the Advance Ohio Higher Education Act adopted on March 28, 2025, and pursuant to Section 3345.453 of the Ohio Revised Code, this policy establishes faculty workload at Lakeland Community College as follows:

- A. A week is defined as approximately forty (40) hours of College work which includes preparation, teaching, creative achievement and scholarship, counseling, delivering of student services and advising, curriculum development, office hours, assigned committee and college service activities, and approved community service activities.
 - 1. The normal load shall be thirty (30) semester units per academic year with assignments per semester ranging between thirteen (13) and seventeen (17) units per term, inclusive.
 - a. Teaching faculty are required to spend at least twenty-five (25) hours assigned time per work on campus (including assigned instruction sites).
 - 2. The normal load for non-teaching faculty shall be forty (40) hours per week for the academic year, which includes break and preparation time.
 - a. Non-teaching faculty are required to spend forty (40) hours assigned time per week on campus (including assigned instruction sites).

- B. In accordance with “Standards for Instructional Workloads” released by the Ohio Department of Higher Education on October 24, 2025, faculty whose principal appointment is in associate degree department/program, 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 75 percent 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.

- C. It is the Provost's responsibility to administer faculty workload as specified in this policy. The Provost, faculty member's Dean, and faculty member together may agree on an equivalent workload.
- D. It is possible for each division to have a schedule different from other divisions. It is also possible for each faculty member within a division to have a schedule different from other faculty members.
- E. If a faculty member fails to comply with this policy's requirements, the College may take administrative action against that faculty member including censure, remedial training, for-cause termination, or other disciplinary action. Termination under these circumstances requires the recommendation of the Dean, Provost, or equivalent official, concurrence of the College's President, and approval of the Board of Trustees.