

Draft for AACC 1/20/05							
Primary Areas of Activities	NTID Guidelines	Descriptions	CTS	CAS (c)	CGBS	CSR (e)	CRT
NTID Wide	JDD 4/4/1997	Used by Centers	TGR 6/11/1997	LCB 6/16/1997	PAL 6/1997	PMB 5/21/1997	5/27/1997
Classroom Instructions	20-22 (a)	Classroom Instructions	20-22	20-22			
		Direct Classroom	12-18				
Lecture/Class	12-16	Lecture/Class	no less than 12	12-16			
Lab/Studio	14-18	Lab/Studio	no more than 18	14-18			
		Lec/Lab/Studio	12-15				
Tutoring/Advising/Liaison	20-22			20-22	20-22		
		Instruction			14-16 (d)		
		Advising			4-6		
		Liaison			4-6		
Direct Support to Instruction, Curriculum, and/or Educational Goals:							
Counseling Services	20-22	Counseling Svc.				20-22	
Speech & Language Svc.	20-22	Spch & Lang. Svc.				20-22	
Audiological Svc.	20-22	Audiological Svc.				20-22	
Learning Center (plan hrs.)	20-22	Learning Center (b)		20-22			
Training:							
Fac/Staff Sign Language Program Classroom							
Observations & Consultations; SCPI Services; Outreach, etc.	20-22			20-22			
Research:	See documents						See documents
All the data above are direct contact hours assignment with students.							
The range of 20-22 contact hours includes faculty availability (outside of direct instructional hours) for consultation, tutoring, and general support.							
(a) Includes office hours							
(b) Floor hours							
(c) CAS developed constraining factors, i.e., numbers of sections taught by quarter, annually.							
(d) A memorandum dated 1/17/2002 modified the guidelines above related to NTID faculty conducting direct instruction:							
writing subjects = 2 courses/quarter w/15 students;							
other CLA subjects = 2 courses/quarter w/20 students.							
(e) CSR provided in its documentation several examples on how to calculate work hours.							
Last revised on 1/18/2005, jgn							
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