

**SOUTH FLORIDA STATE  
COLLEGE ADMINISTRATIVE  
PROCEDURES**

**PROCEDURE NO.** 5220

**TITLE:** WORKLOAD FOR FULL-TIME INSTRUCTIONAL FACULTY

**BASED ON POLICY:** 5.22 WORK SCHEDULES

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ACADEMIC  
AFFAIRS AND STUDENT SERVICES

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I. Purpose:

To establish procedures for determining the workload for full-time instructional faculty and to provide a basis for equitable work assignments consistent with Florida statutes and College expectations

II. Procedure:

A. General provisions

1. The standard workweek for all full-time College employees is 40 hours.
2. Faculty in nine-, 10-, and 11-month positions are contracted for a specified number of duty days each year as determined by the College calendar. Faculty in 12-month positions are contracted for all scheduled work days during the fiscal year. Instructional workloads are scheduled within the framework of the faculty member's contracted duty days.
3. The workweek for instructional faculty includes scheduled class/laboratory hours (regardless of delivery modality), office hours available to students, and appropriate professional activities (see II.D.).
4. A glossary of terms used in this procedure is attached for reference.

B. Class/laboratory responsibilities

A faculty member's annual instructional load requirement will be computed in accordance with the following guidelines.

1. College credit programs
  - a. 14 to 16 load credits with an average of 15 load credits per major term and 6 load credits for either summer term:

Contract Length	Required Annual Load	Typical Distribution
9-month	30 credits	Fall-15, Spring-15
10-month	36 credits	Fall-15, Spring-15, Summer-6
12-month	42 credits	Fall-15, Spring-15, Summer-12

b. Load credits are determined by the credit hours of each course taught unless otherwise specified in this procedure (see other faculty load considerations).

## 2. Occupational clock hour programs

a. Six hours of teaching daily multiplied by the number of assigned instructional days in each term during the contract period:

Contract Length	Required Annual Load	Typical Distribution
10-month	1,140 contact hours	Fall-480, Spring-480, Summer-180
11-month	1,260 contact hours	Fall-480, Spring-480, Summer-300
12-month	1,320 contact hours	Fall-480, Spring-480, Summer-360

b. These annual load requirements are based on 30 instructional contact hours per week during a standard academic year: 16 weeks each for fall and spring terms and six weeks for each summer term.

## 3. Adult Education programs

a. A minimum of seven hours of teaching daily multiplied by the number of assigned instructional days in each term during the contract period.

b. Workload requirements for adult education faculty are based on 35 instructional contact hours per week. Daily instructional hours and annual totals may vary based on program scheduling.

## 4. Combination credit/clock hour programs

a. Combination program: The clock hours will be used to calculate faculty load and pay rate for overloads.

b. When college credit courses are scheduled separately within a combination program, equivalent contact hours as approved by the vice president for academic affairs and student services (VPAA/SS) will be used to calculate faculty load.

## 5. Health science programs

Due to the unique responsibilities of instructors in health science programs, including clinical experiences and requirements of various regulating agencies (e.g., State Board of Nursing, American Dental Association, etc.), the annual teaching load requirement for full-time health education faculty will be as follows:

Contract Length	Required Annual Load
10-month	760 contact hours
11-month*	840 contact hours
12-month	880 contact hours

These annual load requirements are based on 20 instructional contact hours per week during a standard academic year: 16 weeks each for fall and spring terms and six weeks for each summer term.

Health science faculty who are required to travel out of district for clinical assignments may claim one contact hour per visit (round trip) to the clinical site as load.

\* 11-month faculty are assigned to work 20 more duty days than 10-month faculty. Because of the nature of health science programs, 11-month faculty in these programs are provided flexible days off (typically 10) during the academic year to ensure appropriate faculty coverage at all times. Flex days must be scheduled in advance with the faculty member's supervisor and are reported as non-duty days for determining payroll and contract completion.

## 6. Other instructional load considerations

- a. Independent study and co-op: These assignments typically are not part of the instructor's load, however, the appropriate dean may authorize an independent study, co-op, or combinations thereof to be used to meet a full-time faculty member's annual load requirement on the basis of 1/12th load credit per student semester credit. As overloads, they will be paid in accordance with the current salary schedule.
- b. Laboratory components for college credit courses: Full-time instructors teaching college credit with required laboratory components will receive load credit for each weekly contact hour of lecture plus 0.75 load credits for each weekly lab contact hour. Any resulting overload will be paid at the overload credit rate in accordance with the current salary schedule. Example: A 4-credit course meeting three hours per week for lecture and two hours per week for lab equals 4.5 load credits.

c. Distance learning:

Online/Web: Instructors of online learning courses will receive one additional load credit for each 3 (or more)-credit class taught. If additional online course sections are created due to increased enrollment, the additional load credit will apply to each section taught.

d. Course development: Faculty may receive up to 2 load credits, as determined by the appropriate dean and approved by the VPAA/SS, for

- 1) Development of a new course;
- 2) Modifying an existing course to become an asynchronous online course; or
- 3) Substantially modifying an existing course.

Any proposed requests must be submitted through the eLearning Department. Contact the Department to determine the appropriate process to follow. Payments will not be authorized until after course(s) have been reviewed for sufficiency and approved by the eLearning Department.

e. Special assignments: An alternate assignment approved by the VPAA/SS to be used for load credit.

f. For 12-month instructional department chairs/programs managers: The annual load for department chairs and program managers on 12-month contracts will include teaching assignments and non-instructional release time as recommended by the appropriate academic dean and approved by the VPAA/SS, subject to annual review (see Procedure 5242). Overloads should be kept to a minimum to ensure completion of all required non-instructional duties.

g. Overloads: Faculty members may teach courses in addition to their full-time workload.

- 1) Overloads shall not conflict with the faculty member's regular duties, responsibilities, and workweek.
- 2) No faculty member is required to teach an overload.
- 3) If a faculty member accepts an overload, compensation shall be in the form of pay at the appropriate rate as defined in the current salary schedule or, if requested by the instructor, reduced load for a subsequent term within the same academic year. When the overload is compensated monetarily, a Letter of Intent or other appropriate payroll authorization form will be prepared and processed.

- h. Escrowed load credits: Full-time faculty may bank load credits under the following provisions:
  - 1) To reduce load in a subsequent term within the same academic year (as provided above in g.3).
  - 2) When it is anticipated that an underload may occur in a later term, full-time faculty may be assigned to teach an additional course one term and use those load credits during a later term during the same academic year to meet the faculty member's required annual load.
  - 3) Escrowed load credits may not be used to shorten the length of a faculty member's contract obligation.
- i. Underloads: Load credits may be administratively authorized when the availability of courses for an instructor fails to meet the load credit requirement or when escrowed credits are unavailable. All avenues for securing a full load must be exhausted first including replacing an adjunct instructor. The procedure for approval of an underload for a full-time instructor shall be:
  - 1) By the fifth teaching day of each term, the appropriate dean shall identify each instructor teaching an underload in his/her division and shall prepare a recommendation outlining a special assignment for the required faculty load credit. The recommendation must include a completion date and expected outcomes.
  - 2) The dean shall forward the recommendation to the VPAA/SS for approval.
  - 3) Upon approval, the faculty member must acknowledge the special assignment in writing.
  - 4) Copies of all approved assignments will be maintained in the dean's office.
  - 5) The VPAA/SS shall consider for approval all underloads on a term-by-term basis.

#### C. Office hours

- 1. All office hours must be pre-approved by the instructional supervisor. So that students can be aware of when the office hours are scheduled, instructional faculty are required to schedule and clearly post office hours at the assigned instructional site, on the syllabus, and in the course Learning Management System (LMS) area, as follows:

Program Area	Minimum Scheduled Office Hours
College Credit	10 hours per week
Occupational Clock Hour	Available to students throughout the scheduled program hours and by appointment as needed.
Adult Education	Available to students throughout the scheduled program hours and by appointment as needed.
Health Science	5 hours per week

- In order to accommodate online student needs, faculty who teach online may choose to hold a portion of their office hours virtually. These online office hours may take place on days and times when classes might be regularly scheduled; however, individual faculty may choose to offer online office hours based on the needs of their students. In addition, online office hours must be served by faculty members via the LMS and all notices of changes or additional online office hours must be posted in the LMS and at the assigned instructional site a week in advance for students to have sufficient notice.
- A faculty member's online office hours will be proportional to the percentage of online course credit hours (as defined by the College catalog) taught. Example provided below:

Load Hours	Hours Taught Online	% Taught Online	Office Hours To Serve	Hours that may be Held Virtual
15	3	20%	10	2
15	6	40%	10	4
15	12	80%	10	8

- All questions or inquiries from students should be answered within three business days, regardless of scheduled office hours.
- Exceptions must be approved by the VPAA/SS.

#### D. Professional activities

As part of their contracted workload, faculty are expected to participate in professional activities including (but not limited to) the following:

- Professional development
- Curriculum development
- Student advising
- Evaluating student performance
- Creating, posting, and managing online materials
- Recruitment
- Community activities
- Consultation

- Tutoring
- Mentoring new and/or adjunct faculty
- Participation on College committees
- Grant writing
- Publication

Professional activities are reported annually on the Annual Service Report and discussed during the annual performance evaluation.

Glossary follows

**HISTORY: Last Revised: 10/6/20**

**Adopted:** 5/17/85

**Reviewed:** -

**Revised:** 2/6/02, 6/1/05, 2/21/06, 10/6/09, 12/2/14, 10/6/20

## **GLOSSARY**

Duty Days	The number of actual days a faculty member must be on duty within an academic year to fulfill his/her contractual obligations. This includes both instructional and non-instructional days.
Instructional Days	The number of days assigned for instruction during an academic year.
Clock Hours	The number of class/laboratory hours required for the student to complete a course or program. Generally used when describing a program (Clock Hour Program).
Contact Hours	The number of hours of class/laboratory instruction required of a faculty member to meet guidelines of a course or program. Generally used to describe a faculty member's instructional obligation within a workweek.
Credit Hours	The equivalent weekly contact hours for which a student receives College credit.
Combination Credit/ Clock Hour Program	A specialized program in which students seeking college credit are taught concurrently with students seeking technical (or clock hour) credit.
Load Credits	The components used to calculate a faculty member's instructional load. These may include classes taught, additional credit for distance learning courses or labs, authorized release time, course development, and special assignments. Example: A course may have a value of 4 credits for the student, but 4.5 load credits for the faculty member (as in the case of a college credit lab science course).
Instructional Load	The number of credits or contact hours assigned to a faculty member in any given academic term.
Instructional Workload	The combination of instructional load, office hours, and professional activities in any given period (e.g., academic year, workweek, academic term).
Annual Load	The required credits or contact hours assigned to a faculty member during the academic year to fulfill his/her contractual obligations.
Non-Instructional Faculty	Faculty who provide professional instructional or student support services other than an instructional load. Librarians and counselors are considered non-instructional faculty at South Florida State College.