



# VALENCIA COLLEGE

**Responsible Executive:** College Provost & Vice President, Academic Affairs; Vice President, Organizational Development and Human Resources  
Vice President, Academic Affairs, Institutional Effectiveness & Planning; Executive Vice President, Administrative Services

**Policy Contacts:** Assistant Vice President, Academic Enrollment; Assistant Vice President, Human Resources  
Chief Human Resources Officer ; Provosts

**Specific Authority:** 1001.64, F.S.  
**Law Implemented:** 1001.64, 1012.82, F.S.

**Effective Date:** 07-16-2013XX-XX-2026

**Date of Last Policy Review:** 08-19-2024XX-XX-2026

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## **Faculty Workload for Professors**

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### **Policy Statement:**

**I.** The College ~~p~~President shall establish guidelines and procedures which assign professors faculty as needed to support the Valencia College's ("College") statement ~~(f)s1~~ of purpose and statutory mission and provide for the equitable appropriate and reasonable assignment of faculty responsibilities, including, where appropriate, course instruction and mode, academic advising, committee membership, guidance of student organizations, research, and service to the community. These guidelines and procedures shall encourage and promote meaningful availability of faculty to their students, faculty engagement with colleagues, active faculty involvement in curriculum development and division and College matters, flexibility based on the unique needs and requirements of specific program areas, and accountability to College stakeholders. Faculty should not assume or be assigned internal or external responsibilities that might encroach upon either the quality or the quantity of the work they are employed to perform for the institutionCollege.

II. The College President or designee(s) shall adopt procedures to implement this policy.

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**Policy**

**History:**

Adopted 12-11-74; Amended 1-19-83; Amended 11-18-92; Amended 7-16-13; Amended XX-XX-2026; Formerly 6Hx28:5-06; Formerly 6Hx28:08-04

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**Related Documents/Policies:**

College Policy 6Hx28: 3-02 Award of Tenure and Evaluation of Tenured and Tenure Track Faculty

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**Procedures:**

I. The normal work week for full time professors, as full time exempt employees (including tenure/tenure earning, annually appointed, and full time temporary four month classroom faculty) is a minimum of 35 hours per week. The normal work week for full time tenured/tenure earning and annually appointed counselors and librarians, as full time exempt employees, is a minimum of 40 hours per week.

H.I. The College places great emphasis on professors faculty meeting the responsibilities assigned to their full-time faculty positions, which may require hours of work beyond the minimum required hours per week, specified in part to comply with applicable provisions of state law, to prioritize student learning and a shared commitment to access. As exempt employees, full-time professors do not receive overtime compensation or compensatory time off, or additional compensation beyond the established salary for the position specified in the base contract. The allocation of minimum hours varies by contract type and Full-time faculty annual instructional workload and minimum hours per week requirements are described shall be specified within the procedures adopted to implement this policy below.

**A. Full-Time Instructional Faculty Annual Workloads for Professors**

1. All full-time instructional faculty are expected to complete a minimum annual workload of thirty-six (36) instructional contact hours per academic year. Any established and approved workload that does not meet the thirty-six (36) contact hour annual workload will include reassigned time to complete required additional responsibilities.

a. The annual instructional workload for faculty in positions classified as Professors, Associate Professors and Assistant Professors in select health related programs are adjusted based on specific requirements such as clinical and/or lab hour requirements. These cohort based programs

require summer instruction in twelve (12) week terms, and therefore, the faculty in these areas will be expected to provide instruction throughout the full summer term.

2. The distribution of instructional contact hours within the annual workload for full-time faculty by contract type is as follows:

<u>Position Title</u>	<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
<u>Professor (Rotating Workload A)*</u>	<u>15</u>	<u>15</u>	<u>6</u>
<u>Or Professor (Rotating Workload B)*</u>	<u>18</u>	<u>18</u>	<u>0</u>
<u>Associate Professor</u>	<u>15</u>	<u>15</u>	<u>6</u>
<u>Assistant Professor (2 term)</u>	<u>18</u>	<u>18</u>	<u>0</u>
<u>Faculty Chair</u>	<u>12</u>	<u>12</u>	<u>3</u>
<u>Allied Health, EMS/EMT</u>			
<u>Faculty Program Director</u>	<u>9</u>	<u>9</u>	<u>6</u>
<u>Clinical Coordinator</u>	<u>12</u>	<u>12</u>	<u>3</u>
<u>Professor</u>	<u>15</u>	<u>15</u>	<u>6</u>
<u>Associate Professor</u>	<u>15</u>	<u>15</u>	<u>6</u>
<u>Assistant Professor (3 term)</u>	<u>18</u>	<u>18</u>	<u>9</u>
<u>Nursing</u>			
<u>Faculty Program Director, BSN</u>	<u>9</u>	<u>9</u>	<u>6</u>
<u>Professor, Nursing, ASN</u>	<u>12</u>	<u>12</u>	<u>12</u>
<u>Associate Professor, ASN</u>	<u>12</u>	<u>12</u>	<u>12</u>

a. \*Professors (full-time faculty on continuing contract) will have a rotating annual instructional workload on a two (2)-year cycle as outlined in the above chart. (Example: 2026-2027 Workload A; 2027-2028 Workload B; 2028-2029 Workload A; 2029-2030 Workload B)

b. Clinical Nurse Educators will average thirty (30) hours per week in clinical assignments and ten (10) hours per week supporting nursing labs and performing other related tasks.

3. Full-time instructional faculty are expected to perform the following functions as part of their role based on faculty types:

<u>Category</u>	<u>Professor</u>	<u>Associate Professor</u>	<u>Assistant Professor</u>
<u>Instructional Delivery</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Instructional Support Tasks</u>	<u>X</u>	<u>X</u>	<u>X</u>

<u>Student Engagement</u>	X	X	X
<u>Institutional Commitments</u>	X	X	X
<u>Professional Engagement &amp; Development</u>	X	X (TLA Process)	X
<u>College Service</u>	X	X	-

a. Instructional Delivery: Faculty are responsible for facilitating learning through the effective presentation of course material, guided interaction, and the use of various instructional methods and technologies. Instruction must align with approved learning outcomes. Faculty are expected to maintain professional standards of instructional quality and student engagement across all delivery formats.

b. Instructional Support Tasks: Faculty shall perform preparatory and evaluative activities necessary for high-quality instruction. These include, but are not limited to, updating course content and materials; preparing multiple course sections or modalities; integrating instructional technologies; and ensuring academic integrity and accessibility. Faculty design assessments shall align with learning outcomes, provide timely feedback, and evaluate student work in accordance with established grading policies.

c. Student Engagement: Faculty are expected to maintain purposeful interaction with students to support academic progress and success. This includes, but is not limited to, timely communication regarding course performance, provision of supplemental academic support, and connection of students to appropriate College resources. Faculty also promote student development by offering guidance on academic, personal, and professional goals, including the supervision of independent studies or internships.

d. Institutional Commitment: Faculty participate in the shared academic and operational functions of the College. Responsibilities include, but are not limited to, attending meetings, maintaining instructional continuity through substitute coverage, engaging in hiring and compliance activities, and submitting required documentation and reports. Faculty contribute to curriculum review and institutional effectiveness processes, including assessment and accreditation activities, to ensure continuous improvement and accountability.

e. Professional Engagement & Development: Faculty are required to pursue ongoing professional learning to maintain effectiveness in teaching and

disciplinary expertise. Activities may include, without limitation, participation in workshops, conferences, and other development programs, as well as maintaining required licensures or certifications, and participation in the Teaching and Learning Academy by Associate Professors.

f. College Service: Faculty contribute to the College's mission through service activities beyond classroom instruction that support institutional goals and strengthen community relationships. Service may include, but are not limited to, activities such as advising student organizations, serving on committees or governance bodies, developing instructional resources, engaging in community partnerships, and mentoring colleagues.

1. Professors on tenured / tenure-earning contracts are required to meet the following criteria:

a. Work days: Professors shall be required to work a ten-month contract in accordance with the current calendar approved by the District Board of Trustees.

b. Professors shall be required to schedule a minimum of 35 hours per week throughout the term of their contracts. This base contract is separate from other work professors might do at the College. The base contract includes:

a. A minimum of 15 instructional contact hours (described below)  
b. A minimum of 10 student engagement hours (described below)  
c. A minimum of 10 additional hours to be spent in service to the College (described below)

e. Tenured/tenure-earning counselors and librarians are expected to work a minimum of 40 hours per week on a schedule that is set by the immediate supervisor.

2. Professors on annual appointment contracts are required to meet the following criteria:

a. Work days: Professors shall be required to work an eight-month, ten-month, or twelve-month contract in accordance with the current calendar approved by the District Board of Trustees.

b. An annual contract requires professors to work a minimum of 35 hours per week throughout the term of their contracts. This base contract is separate from other work professors might do at the College. The base contract includes:

- a. A minimum of 18 instructional contact hours (described below)
  - b. A minimum of 12 student engagement hours (described below)
  - c. A minimum of 5 hours supporting student learning in a manner approved by the dean.
- 3. Professors on a full time temporary appointment are typically appointed on a four month contract and are required to meet the following criteria:
  - a. Work days: Professors shall be required to work a full time temporary four month contract in accordance with the current calendar approved by the District Board of Trustees.
  - b. A full time temporary appointment contract requires professors to work a minimum of 35 hours per week throughout the term of their contracts. This base contract is separate from other work professors might do at the College. The base contract includes:
    - a. A minimum of 18 instructional contact hours (described below)
    - b. A minimum of 12 student engagement hours (described below)
    - c. A minimum of 5 hours supporting student learning in a manner approved by the dean.
- 4. Part Time (adjunct) professors are required to work instructional hours as specified by their contracts and to communicate with their division colleagues as required. With the exception of Senior Teaching Fellows, part time professors are not required to maintain a specific minimum number of student engagement hours, but should make themselves reasonably available to communicate with students outside of class. Part time professors classified as Senior Teaching Fellows are required to schedule student engagement hours as specified by their contracts.

B. Description of Minimum HoursFull-Time Instructional Faculty Weekly Minimum Hours Expectations

1. The normal work week for exempt employees (including faculty) is a minimum of forty (40) hours per week. Meeting the responsibilities of assigned full-time positions may require hours of work beyond the minimum required hours per week. As exempt employees, full-time instructional faculty do not receive overtime compensation or compensatory time off, or additional compensation beyond the established salary for the position specified in the base contract.

1.2. Instructional Contact Hours: A minimum of At least fifteen (15) hours per week shall be instructional contact hours as required by state law. Some contracts may

include instructional hours above the minimum and instructional contact hour-per-week minimums may be reduced proportionally during the summer sessions and by reassigned time.

3. Student Engagement Hours: Full-time professors instructional faculty shall schedule and publicly post weekly student engagement hours, a minimum of 10 or 12 student engagement hours per week (depending on contract type).

a. Faculty teaching a base load of fifteen (15) contact hours in fall and spring are expected to have at least ten (10) hours of engagement each week, and faculty teaching a base load of eighteen (18) contact hours in the fall and spring are expected to have at least twelve (12) hours of engagement each week. Weekly student engagement hour requirements may be adjusted relative to the instructional base workload in the summer term or a faculty member's approved reassignment to perform other work on behalf of the College.

2.4. The remaining hours beyond instructional contact and student engagement hours within the work week will be dedicated to the other expectations of the full-time faculty role to include instructional support tasks, institutional commitment, professional engagement and development, and College service (College service is not required for assistant professors).

### C. Expectations for Student Engagement Hours

3.1. To optimally support student success, student engagement hours are regularly scheduled time periods outside of instructional time during which faculty are available for one-on-one or small group consultations with students regarding course specific content and their academic, personal, and professional goals, during which professors are available for one-on-one or small group consultations with students to provide those students with instructional, program-related, or similar academic assistance on an as needed basis outside of the scheduled classroom setting. Locations for engagement hours may include, but are not limited to, offices, labs, tutoring centers, other appropriate campus locations, or through virtual modalities.

4.2. Student engagement hours shall be scheduled over any five days of each week (Monday through Sunday), unless otherwise specifically authorized by the appropriate College Provost or designee.

a. Professors-Faculty are generally expected to schedule student engagement hours at dates and times appropriate to their class schedule. The scheduled location(s), time(s), modality, and duration(s) of student engagement hours shall be determined by

the respective ~~professor~~faculty member, in consultation with and as approved by their dean or respective supervisor.

- b. ~~All professors may schedule up to~~ At least 50% of a ~~faculty member's~~ student engagement hours ~~must be designated for synchronous interaction with students. These hours may take place in offices, labs, tutoring centers, or other campus locations where direct assistance can be provided, or virtually through a College-approved platform (e.g., Zoom, Teams) that allows for live communication. During synchronous hours, faculty must have the necessary resources to advise, instruct, and otherwise effectively support students.~~
- c. ~~The remaining hours (up to 50% of the weekly requirement) may be scheduled as asynchronous virtual hours, during which faculty must be actively available to respond promptly to student inquiries via email, Canvas messaging, or other College-approved communication tool(s). During asynchronous hours, faculty must have access to the necessary resources to advise, instruct, and otherwise effectively support students.~~
- d. ~~Scheduled student engagement hours represent dedicated time when students can expect their faculty to be accessible and prepared to interact. Faculty are also expected maintain regular communication outside of these hours and to respond to student inquiries promptly throughout the week.~~
- b. ~~in a virtual setting. Of the remaining 50% of student engagement hours, additional virtual hours may be scheduled proportional to the modality of the respective professor's total teaching load. Virtual student engagement hours must be synchronous and regularly scheduled. During virtual hours, professors must be able to devote their full attention to students and have access to resources that allow professors to effectively advise and/or instruct students synchronously.~~

**5.3.** Student engagement hours should be posted within the College's Learning Management System, on course syllabi, at the respective ~~professor's~~faculty member's office location, ~~any other appropriate location~~, and must be reported ~~to the respective Dean of the appropriate School using the method indicated by the Dean on the Faculty Workload Form. Professors~~ Faculty who may need to miss scheduled engagement hour(s) should notify their Dean and communicate to their students in a timely manner the adjusted schedule through the same posting method(s).

**6.4.** If the approved and posted student engagement hours require revision during the course of the semester, the ~~Faculty Workload form~~reported hours and other postings must be re-approved by the respective ~~Dean~~ or supervisor and updated.

**C. Service to the College:** ~~Professors on tenured / tenure earning contracts shall be available to provide service to the College in accordance with College policy. During these hours of service to the College, professors shall be available for committee and administrative tasks not directly related to classroom instruction. Examples of service to the College include, but are not limited to, collaboration with colleagues, course and curriculum development, scholarly research, student club advising, meetings, Teaching/Learning Academy related work, participation in collaborative governance, licensure renewal, and attendance at conferences and in continuing education classes.~~

- ~~a. Hours of service to the College may occur on different days of the week and often vary from week to week; therefore, it is not necessary to report specific hours spent providing service to College each week.~~
- ~~b. Professors should expect to provide examples of their service to the College on their Faculty Workload Forms each semester, and College service will be reviewed as part of a professor's annual evaluation.~~

**D. Other Responsibilities**

- ~~1. Apart from the service to the College commitment, it is the responsibility of each full time professor to attend required division/campus/College meetings that are scheduled during the work days on the approved College calendar, unless otherwise approved by the College Provost or designee.~~
- ~~2. Professors may expect to teach evening and/or weekend classes, or at an off campus site.~~

**E.D.** ~~Professors~~Faculty will be scheduled for classes according to the following criteria:

- ~~1. Deans or their designees will be responsible for scheduling professorsfaculty in accordance with the above guidelinesprocedures of this policy. Reasonable effort will be made to schedule all professorsfaculty in the division equitably impartially by discipline and in alignment with student enrollment demand for times of day, days of the week, and modality of instructional delivery. Faculty may expect to teach evening and/or weekend classes, or onsite at an off-campus location.~~
- ~~2. Classes not taught by full-time professorsfaculty as a part of their regular workload will be taught by full-time faculty as an overload or part-time facultyqualified part time professors or by full-time professors as an overload.~~

Full-time ~~professors~~ ~~faculty~~ may not teach or be assigned in other roles equivalent to more than ~~six~~ ~~twenty-four~~ (24) ~~additional~~ contact hours ~~beyond the base contract described above~~ without special permission from the ~~appropriate College Provost or executive dean, as appropriate~~.

3. Any full-time, exempt staff may be authorized to teach up to six contact hours beyond their base contract or working hours of their primary job, as appropriate, by completing the “Authorization to Teach for Exempt Staff” form and receiving prior written approval from their direct supervisor for the instructional assignment(s).
  - a. Full-time exempt staff approved to teach part-time are responsible for continuing to meet the responsibilities associated with their primary job assignment. If any of the instructional assignment(s) are during the exempt staff member’s normal working hours, the staff member must:
    - a. adjust their primary job scheduled work hours for the week; and/or
    - b. use accrued and available vacation and/or personal leave for any time away from their primary job assignment.

F.E. ~~Part-time (adjunct) faculty are required to work instructional hours as specified by their contracts and to communicate with their division colleagues as required. With the exception of Senior Teaching Fellows, part-time faculty are not required to maintain a specific minimum number of student engagement hours but should make themselves reasonably available to communicate with students outside of class. Part-time faculty classified as Senior Teaching Fellows are required to schedule student engagement hours as specified by their contracts.~~

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## Procedure

### History:

Adopted 12-11-74; Amended 1-19-83; Amended 11-18-92; Amended 7-16-13; Amended 7-24-18; Amended 09-14-23; Amended 08-19-2024; Amended XX-XX-2026; Formerly 6Hx28:5-06; Formerly 6Hx28:08-04

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Date of Last Procedure Review: 08-19-2024~~XX-XX-2026~~