

POLICY: 6Hx28: 3C-01.2



Responsible Official: Vice President,
Academic Affairs and Planning

Policy Contacts: Director, HR Policy and
Compliance Programs

Specific Authority: 1001.64, F.S.

Law Implemented: 1001.64, F.S.

Effective Date: 07-16-2013

Date of Last Policy Review: 07-16-2013

Workload for Professors

**Policy
Statement:**

The president shall establish guidelines and procedures which assign professors as needed to support the College's statement[s] of purpose and statutory mission and provide for the equitable 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 institution.

**Policy
History:**

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

Related Documents/Policies:

None

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.
 - A. The College places great emphasis on professors' 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. 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 minimum hours per week requirements are described below.
 - B. Workloads for Professors
 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:
 - i. A minimum of 15 instructional contact hours (described below)
 - ii. A minimum of 10 student engagement hours (described below)
 - iii. A minimum of 10 additional hours to be spent in service to the College (described below)

- c. 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:
 - i. A minimum of 18 instructional contact hours (described below)
 - ii. A minimum of 12 student engagement hours (described below)
 - iii. 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: The base contract includes:
 - i. A minimum of 18 instructional contact hours (described below)
 - ii. A minimum of 12 student engagement hours (described below)
 - iii. A minimum of 5 hours supporting student learning in a manner approved by the dean.
- 4. Adjunct (Part-Time) 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.

C. Description of Minimum Hours

1. A minimum of 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.
2. Full-time professors shall schedule and publically post a minimum of 10 or 12 student engagement hours per week (depending on contract type) as required by state law.
 - a. Student engagement hours shall be scheduled over any five days of each week (Monday through Sunday), unless otherwise specifically authorized by the appropriate campus president.
 - b. Student engagement hours should be consistent (from week to week), publically posted hours that allow students to interact with the professor in a synchronous or near-synchronous manner. At least 50% of the student engagement hours per week must be face-to-face; face-to-face student engagement hours shall occur in offices, labs, tutoring centers or other campus locations where professors can give assistance to their students. Up to 50% of the weekly student engagement hours may be virtual hours. Virtual hours are understood to mean that professors are available for synchronous or near-synchronous communication and have access to the resources that allow them to advise or instruct students effectively. Professors must be able to devote their full attention to students during virtual hours.
3. Student engagement hours shall be reported on the Faculty Workload form, course syllabi, and on or near a professor's office door at the beginning of each semester. If the approved and posted hours require revision during the course of the semester, the Faculty Workload form must be updated and re-approved.
4. 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 commencement and required division/campus/College meetings that are scheduled during the work days on the approved College calendar, unless otherwise approved by the campus president or his or her designee.
2. Professors may expect to teach evening and/or weekend classes, or at an off campus site.

E. Professors will be scheduled for classes according to the following criteria:

1. Deans or their designees will be responsible for professors in accordance with the above guidelines. Reasonable effort will be made to schedule all professors in the division equitably by discipline.
2. Classes not taught by full-time professors as a part of their regular workload will be taught by qualified part-time professors or by full-time professors as an overload. Full-time professors may not teach or be assigned in other roles equivalent to more than six additional contact hours beyond the base contract described above without special permission from the campus president or executive dean, as appropriate.

Procedure

History:

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

Date of Last Procedure Review: 07-24-2018