

**POLICY: 6Hx28:3C-06.1**



**Responsible Executive:**  
Vice President, Organizational  
Development and Human Resources

**Policy Contacts:** Assistant Vice  
President, Human Resources

**Specific Authority:** 1001.64,  
1012.83, F.S.

**Law Implemented:** 1001.64,  
F.S.

**Effective Date:** 11-02-2016

**Date of Last Policy Review:** 07-12-2023

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## **Contracts for Instructional, Executive, and Administrative Employees**

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**Policy  
Statement:**

- I. The District Board of Trustees shall provide contracts in forms it prescribes for all instructional, executive, and administrative employees, and may provide contracts in forms it prescribes for other employees. These contracts may include, without limitation,
  - A. Annual contract of employment for full-time instructional and administrative employees.
  - B. Continuing contract for instructional employees.
  - C. Temporary, part-time, overload, or supplemental contracts for instructional employees.
- II. Eligible instructional employees may receive continuing contracts in accordance with Policy 6Hx28:3E-02, Award of Tenure and Evaluation of Tenured and Tenure Track Faculty. Counselors and librarians shall be considered instructional employees for contract purposes.
- III. No contract, except for continuing contracts, shall create the expectancy of employment beyond the term of the contract. Non-renewal of an annual or other non-continuing contract shall not entitle the person to the reasons for non-renewal or to a hearing.

#### IV. Supplemental and Overload Contracts.

The President, or a designee, is authorized to employ exempt, full-time employees, currently employed by the District Board of Trustees of Valencia College, on an as-needed basis to fulfill supplemental or overload contracts.

#### V. Load-Banking

- A. Load-banking is provided for the purpose of renewal. This opportunity is based primarily on the premise that periodic time off will enhance personal development and the quality of the educational program.
- B. The customary course load distribution for individual faculty members serving under a continuing contract, typically five courses in each of the Fall and Spring terms, and two courses during the summer, or the credit hour equivalent, may be periodically adjusted to six courses in each of the Fall and Spring terms, or the credit hour equivalent, and no courses in the summer, for the primary purpose of offering renewal opportunities for eligible tenured faculty such that the quality of the individual's future contribution to learning at Valencia College is enhanced.
- C. Generally and subject to student needs, program, division or college constraints, and exceptional circumstances, load-banked schedules normally should be available to eligible tenured faculty once every three or more years.
- D. The President or designee shall establish procedures to implement this policy.

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#### **Policy History:**

Adopted 6-18-75; Amended 1-19-83; Formerly 6Hx28:8-01; Amended 11-18-92; Amended 3-22-95; Amended 4-15-08; Amended 11-2-16; Formerly 6Hx28:08-07

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#### **Related Policies:**

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

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#### **Procedures:**

##### I. Supplemental and Overload Contracts

- A. In assigning overload and supplemental contracts to eligible full-time faculty, the academic dean or equivalent shall consider the faculty member's educational qualifications, seniority, and the continuity and effectiveness of instructional

programs.

- B. For the purpose of consideration in the assignment of supplemental and overload contracts, seniority is defined as years of service for work credit in a tenured or tenure-track teaching faculty position at Valencia College and is established on a college-wide basis. A year of service for work credit is defined as one day more than one-half the days in a ten-month contract year—98 days. Where the time of service is the same, seniority is determined by original date of hire as a tenured or tenure-track faculty member.
- C. A tenured or tenure-track faculty member who is granted administrative leave and assumes a non-faculty position at Valencia does not earn time of service for the purpose of this policy during that period but will resume with seniority already gained upon returning to his or her tenured or tenure-track teaching faculty position at Valencia.

## II. Load- Banking

### A. Eligibility and Frequency

Load-banking is an alternative design option for faculty teaching schedules. All tenured teaching faculty who hold at least a standard 10-month contract are encouraged to occasionally load-bank based on a 6-6-0 contract alignment with either Summer A or Summer B designated as the term toward which Fall/Spring term banked classes are applied. Load-banking is designed as a periodic opportunity for eligible faculty members and is normally available to a faculty member once every three or more years. Load-banking opportunities should be equitably distributed and coordinated with a rotational system among eligible faculty.

### B. Supplemental Contracts

Load-banking does not affect eligibility for supplemental contracts.

### C. Exceptions

Requests through the academic dean for more frequent access to load-banking arrangements can be considered as exceptions for unusual circumstances but must be feasible in terms of the operational and scheduling needs of the college, campus, division, or academic department. Load-banking is designed as periodic time off and is not intended for individual faculty schedule planning in consecutive years.

### D. Planning

To the greatest extent possible, load-banking arrangements for individual faculty members should be formally planned as part of the enrollment management process. All load-banking opportunities are subject to the enrollment management needs of the college. Cross-campus cooperation is encouraged.

E. Approval

Approval of all load-banking arrangements, whether planned in advance or based on short-range needs, rests with the academic dean.

F. Examples

**Contract Alignment and Load-Banking Data  
660 or Credit Hour Equivalent Years (Hypothetical)  
Division of ..... - ..... Campus**

Name	Scenario	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12
Professor 1	Load-banking A	660(A)	5520	5520	660(A)	5520	5520
Professor 2	Load-banking B	5502	660(B)	5502	5502	660(B)	5502
Professor 3	Load-banking variable	5502	5502	660(A)	5502	5502	660(B)
Professor 4	No load-banking	5520	5520	5520	5520	5520	5520
Professor 5	No load-banking	5502	5502	5502	5502	5502	5502
Professor 6	8 Month Contract	5500	5500	5500	5500	5500	5500

**Type of Contract Needed for Load-Banking (660) Situations**

The term banked is the term **NOT** worked.

660 banking Summer A needs a 5520 appointment 660(A) 660 banking Summer B needs a 5502 appointment 660(B)

III. Procedural Concerns or Disputes

As with any formal procedure, implementation should be consistent with established principles. Concerns or disputes related to interpretation or application of procedures at the division level should be reviewed with the academic dean. Unresolved questions or concerns should be reviewed with the respective Provost/Vice President or designee as appropriate.

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**Procedure**

**History:**

Adopted 4-15-08; Amended 07-12-2023; Formerly 6Hx28:08-07

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**Date of Last Procedure Review:** 07-12-2023

*Policy supersedes amended policy - 12-05-2024*