

## College Operating Procedures (COP)



**Procedure Title:** Faculty Teaching Loads/ Overload Hours  
**Procedure Number:** 03-1110  
**Originating Department:** Provost/Vice President of Academic Affairs

**Specific Authority:**

Board Policy  
Florida Statute 1012.82  
Florida Administrative Code 6A-14.0491

**Procedure Actions:** Adopted: 06/01/10; 02/15/11; 01/08/15

**Purpose Statement:** This policy addresses the assignment of teaching loads in a fair and equitable manner and in accordance with research in best practices for educational excellence.

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### **Guidelines: Faculty Teaching Loads**

The basic computation of instructional load hours for full-time and part-time faculty members includes the following:

1. The minimum load for full-time faculty in the fall or spring semester is 15-16 contact hours.
2. The maximum load is twelve (12) contact hours for full-time faculty members for summer A or B terms and twenty-one (21) contact hours for the entire summer semester.
3. A lecture hour is credited with 1 instructional hour.
4. Laboratory or Laboratory/Lecture Courses: A laboratory hour equals one instructional load hour, 1:1, or 100%.
5. Clinical / Practicum Courses: Normally, a clinical hour equals 1 instructional load hour, 1:1. These are clinical or practicum situations where the faculty member is continually on site with all the students and coordinates all learning experiences for all students.
6. Applied music and art studio classes are credited with 3 instructional hours.
7. Independent Study Courses: Full- and part-time faculty members are compensated on a per student basis for independent study courses. In addition, independent study courses must be approved in advance by the Dean upon the recommendation of the appropriate Department Chair or Associate Dean. Independent study courses should be offered only under special circumstances to assist the student.
7. The Administration may assign a portion or a faculty member's entire load for the responsibility of special programs.
8. No full-time faculty shall teach more than two (2) classes or 50% of his or her base load online, unless the faculty member is specifically hired as a full-time online instructor.
9. All overloads shall be subject to approval by the faculty member's Associate Dean and Dean and will remain consistent with considerations included in the Collective Negotiations Agreement. To be eligible for an overload, a faculty member must have received a satisfactory performance evaluation. The maximum faculty workload is

twenty-one (21) instructional hours for the Fall or Spring semester, and any instructional hours beyond that must have the specific approval of the Provost/Vice President of Academic Affairs.

## **Procedures:**

### **Full-Time Faculty Overload Assignments and Limitations**

The College will determine all classes to be taught as overload by full-time faculty. The salary received by full-time faculty is considered to be full compensation for college-related activity during the appointment period. However, there may be occasions when a faculty member is asked to take on an activity, typically teaching an additional course, which is beyond the scope of the assignment and responsibilities agreed to in the Collective Negotiations Agreement. In such a situation, it may be appropriate to authorize an overload assignment for Supplemental Compensation.

A faculty member may not be required to take on an overload assignment, whether for supplemental pay or any other form of compensation. The overload assignment must not in any manner compromise or adversely affect the performance within the responsibilities outlined in the Collective Negotiations Agreement.

Faculty members are limited to a maximum of two overload course assignments per semester, and the total teaching load is restricted to a maximum of 21 hours. Exceptions to these limitations require workload documentation, written justification, and appropriate administrative signatures.

Whereas it is understood that overloads require additional class preparation time, additional teaching time, and additional office time for students, the following guidelines are designed to prevent faculty effectiveness from being diminished by overloads.

- A one-course or two course overload assignment must be approved by the Associate Dean and Dean.
- The assignment of a two-course overload that exceeds the 21 total instructional hours requires the approval of the Provost/Vice President of Academic Affairs. Multiple overloads created by assignments outside the academic department or overloads greater than two courses or 21 instructional load hours will be considered on an individual basis and require the approval of the Provost/Vice President of Academic Affairs.
- First year faculty members generally should not teach overloads.

Variations in the circumstances of instruction that affect the amount of time and effort required to effectively teach a course should be considered when determining workload. Examples of these circumstances may include but are not limited to:

- number of students
- multiple sections
- extent of travel required for teaching or supervision

- number of individual course preparations
- supervision of student teacher and other student fieldwork
- developing and coordinating clinical and field work site
- Honors Program or writing intensive course
- individualized instruction or emporium model
- capstone course
- studio classes
- courses in emerging areas of knowledge and practice
- course delivery mode
- development, design and teaching a new course
- major course revision, including redesign for the web
- standards for accreditation that may govern teaching/student-related activities

Any adjustments to teaching load based upon these responsibilities should be proportional to the workload required to complete them and must be documented through the exceptions procedures previously described.

Payments for overload credit will be made on regular pay dates after the drop/add period during the semester in which services are rendered. If a class is cancelled or if for any reason, a faculty member is paid for more overload hours than his or her contract entitles him or her to receive, the faculty member will be obligated to reimburse the college for the excess overload payment. Any such overpayment may be deducted from the faculty members' remaining paycheck(s). All payments provided for herein will be made after a reasonable period of time for processing and clerical functions.

### **Adjunct Faculty Load**

1. The maximum load for adjunct faculty is twelve (12) contact hours in the fall and spring semesters.
2. Adjunct faculty members are limited to a maximum of twelve (12) contact hours at any time during the summer semester.