



**Responsible Executive:**

~~Vice President, Organizational Development and Human Resources~~  
Executive Vice President, Administrative Services

**Policy Contacts:** ~~Assistant Vice President, Chief~~ Human Resources Officer

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

**Law Implemented:** ~~1001.64, F.S. 1012.83, F.S.; 6A-14.0411, F.A.C.~~

**Effective Date:** ~~12-05-2024~~12-04-2025

**Date of Last Policy Review:** ~~12-05-2024~~12-04-2025

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## Contracts for Instructional, Executive, Senior Administrator, and Administrator Employees

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### Policy Statement:

- I. The District Board of Trustees shall provide contracts in forms it prescribes for all instructional, executive, senior administrator, and administrator employees, and may provide contracts in forms it prescribes for other employees at Valencia College ("College"). These contracts may include, without limitation,
  - A. Annual contract of employment for full-time instructional, administrator, senior administrator, and executive employee classifications.
  - B. Continuing contract for instructional employees.
  - C. Temporary, part-time, or overload, ~~or supplemental~~ contracts for instructional employees.
- II. Eligible instructional employees may receive continuing contracts in accordance with College 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 College President, or a designee, is authorized to employ exempt, full-time employees, currently employed by the District Board of Trustees of the 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 the 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.~~

V. The College President or designee(s) ~~shall~~ may 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; Amended 12-05-2024; Amended 12-04-2025;  
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 supervisor, as appropriate,~~ shall consider the faculty member's educational qualifications, seniority, and the continuity and effectiveness of instructional programs.
1. 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 continuing contract~~ or ~~continuing contract tenure-track~~ teaching faculty position at ~~Valencia~~the College and is established on a college-wide basis. For this purpose, seniority is determined by original date of hire as a continuing contract or continuing contract-track faculty member, whichever is earlier. ~~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.~~
  2. A ~~tenured or tenure-track faculty member~~ Professor or Associate Professor who is granted an administrative leave of absence and assumes a non-faculty position at the College 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 their ~~tenured or tenure-track teaching~~ faculty position at the College.

### 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 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.II. 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; Amended 12-05-2024; Amended 12-04-2025; Formerly 6Hx28:08-07

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**Date of Last Procedure Review:** ~~12-05-2024~~12-04-2025