



**Responsible Executive:** Vice President, Academic Affairs, Institutional Effectiveness & Planning; Executive Vice President, Administrative Services

**Policy Contacts:** Chief Human Resources Officer; Provosts

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

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

**Effective Date:** 02-05-2026

**Date of Last Policy Review:** 02-05-2026

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## **Faculty Workload**

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### **Policy Statement:**

- I. The College President shall establish guidelines and procedures which assign faculty as needed to support Valencia College's ("College") statement(s) of purpose and statutory mission and provide for the 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 College.
  - 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 2-5-26;  
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 College places great emphasis on faculty meeting the responsibilities assigned to their full-time faculty positions, specified in part to comply with applicable provisions of state law, to prioritize student learning and a shared commitment to access. Full-time faculty annual instructional workload and minimum hours per week requirements shall be specified within the procedures adopted to implement this policy.

- A. Full-Time Instructional Faculty Annual Workloads

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</u> <u>(Rotating Workload A)*</u>	<u>15</u>	<u>15</u>	<u>6</u>

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

- 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.

#### B. Full-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.
2. Instructional Contact Hours: 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 instructional faculty shall schedule and publicly post weekly student engagement hours.
  - 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.
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

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.

2. Student engagement hours shall be scheduled over any five days of each week (Monday through Sunday), unless otherwise specifically authorized by the appropriate Provost or designee.
  - a. 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 faculty member, in consultation with and as approved by their dean or respective supervisor.
  - b. 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 to maintain regular communication outside of these hours and to respond to student inquiries promptly throughout the week.
3. Student engagement hours should be posted within the College's Learning Management System, on course syllabi, at the respective faculty member's office location, and must be reported to the respective Dean of the appropriate School using the method indicated by the Dean. 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).
4. If the approved and posted student engagement hours require revision during the course of the semester, the reported hours and other postings must be re-approved by the respective Dean or supervisor and updated.

D. Faculty will be scheduled for classes according to the following criteria:

1. Deans or their designees will be responsible for scheduling faculty in accordance with the procedures of this policy. Reasonable effort will be made to schedule all faculty in the division 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 faculty as a part of their regular workload will be taught by full-time faculty as an overload or part-time faculty. Full-time faculty may not teach or be assigned in other roles equivalent to more than twenty-four (24) contact hours without special permission from the appropriate Provost.
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.

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:**

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