

**POLICY: 6Hx28: 3C-01.2**



**Responsible Executive:** College Provost & Vice President, Academic Affairs; Vice President, Organizational Development and Human Resources

**Policy Contacts:** Assistant Vice President, Academic Enrollment; Assistant Vice President, Human Resources

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

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

**Effective Date:** 07-16-2013

**Date of Last Policy Review:** 08-19-2024

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## **Workload for Professors**

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**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.

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**Policy  
History:**

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

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**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:
    - 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. Part-Time (adjunct) 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. Instructional Contact Hours: 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. Student Engagement Hours: Full-time professors shall schedule and publicly post a minimum of 10 or 12 student engagement hours per week (depending on contract type).
  - a. To optimally support student success, student engagement hours are regularly scheduled time periods during which professors are available for one-on-one or small group consultations with students to provide those students with instructional, program-related, or similar academic assistance on an as-needed basis outside of the scheduled classroom setting. Locations for engagement hours may include, but are not limited to, offices, labs, tutoring centers, other appropriate campus locations, or through virtual modalities.
  - b. Student engagement hours shall be scheduled over any five days of each week (Monday through Sunday), unless otherwise specifically authorized by the appropriate College Provost.
    - i. Professors 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 professor, in consultation with and as approved by their dean or respective supervisor.
    - ii. All professors may schedule up to 50% of student engagement hours in a virtual setting. Of the remaining 50% of student engagement hours, additional virtual hours may be scheduled proportional to the modality of the respective professor's total teaching load. Virtual student engagement hours must be synchronous and regularly scheduled. During virtual hours, professors must be able to devote their full attention to students and have access to resources that allow professors to effectively advise and/or instruct students synchronously.
  - c. Student engagement hours should be posted within the College's Learning Management System, on course syllabi, at the respective professor's office location, any other appropriate location, and must be reported on the Faculty Workload Form. Professors 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).

d. If the approved and posted student engagement hours require revision during the course of the semester, the Faculty Workload form and other postings must be re-approved by the respective dean or supervisor and updated.

3. Service to the College: 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 required division/campus/College meetings that are scheduled during the work days on the approved College calendar, unless otherwise approved by the College Provost or 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 scheduling 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 College Provost or executive dean, as appropriate.
3. Any full-time, exempt staff may be authorized to teach up to six contact hours beyond their base contract 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:
    - i. adjust their primary job scheduled work hours for the week; and/or
    - ii. use accrued and available vacation and/or personal leave for any time away from their primary job assignment.

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**Procedure**

**History:**

Adopted 12-11-74; Amended 1-19-83; Amended 11-18-92; Amended 7-16-13; Amended 7-24-18; Amended 09-14-23; Amended 08-19-2024; Formerly 6Hx28:5-06; Formerly 6Hx28:08-04

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**Date of Last Procedure Review:** 08-19-2024