



## Policy: 3C-01.2

Authority: 1001.64, F.S.

Law: 1001.64, F.S.

Responsible Party: Vice President, Academic Affairs and Planning

Effective Date: 07/16/2013

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### Volume 3C - Human Resources, Hours of Work, Compensation, Retirement, and Benefits

## Assignment of Classroom and Laboratory Professors

**Procedure Effective Date:** 11/18/1992

**Procedure:**

A. Work loads for full-time personnel

1. Personnel employed as full-time classroom and/or laboratory professors are required to meet the following criteria:
  - a. Work days: Personnel shall be required to work a ten-month contract in accordance with the current District Board of Trustees approved calendar unless filling a temporary, non-tenure earning two-, four-, or eight-month position.
  - b. Personnel shall be required to schedule 35 hours per week on campus.
    - i. A minimum of 15 hours per week shall be classroom contact hours as required by state law. The 15 hour minimum classroom contact hour requirement may be increased for instructional personnel teaching in certain program areas, e.g., laboratory, health related programs, physical education and music. The 15 classroom contact hour per week minimum may be reduced proportionally during the summer sessions and by release time assignments.
    - ii. As a part of the 35 hours per week on campus, all full-time instructional faculty shall schedule, as a minimum, 10 posted office hours available to students, excepting only that the posted office hours minimum may be reduced proportionally for those instructional personnel whose classroom contact hours exceed 15 per week, so long as the combined total of classroom contact hours and posted office hours is not less than 25 per week. At least one (1) of each of the posted office hours shall be scheduled on each day, Monday through Friday, unless otherwise specifically authorized by the appropriate campus president.
    - iii. The remaining on-campus hours beyond 25 per week shall be available for committee and administrative tasks not directly related to classroom instruction.
  - c. Evening classes: A professor should expect to conduct one evening class per session as part of his or her regular duties. Day and/or evening classes may be scheduled either on campus or at one of the off-campus centers. These classes will be included in the 35 hours. An additional hour of travel time will be allowed for each meeting of these classes.
  - d. Classroom assignment: A professor should be able to complete day classes within an eight-hour period, not including overloads.
  - e. Preparations: A professor may expect one to three preparations per session. Should more preparations be necessary, adjustments should be made within the department.
  - f. Changes: A request for a change in one guideline does not imply privilege for changes in other guidelines.
2. Department chairs will be responsible for scheduling their assigned subjects, sections, and professors in accordance with the above guidelines. Where deviations are necessary (for example, classes requiring a greater than normal amount of paper grading, additional course preparations per session, more than one evening class, or a Saturday class) adjustments will be made. Every reasonable effort will be made to schedule all professors in the department equitably by discipline.

B. Assignment of personnel to classes not taught by full-time instructional personnel as a part of their regular work load.

Classes that are not taught by the full-time faculty of Valencia College as part of their regular assignments will be filled on the recommendation of the department chairs with either Valencia College full-time faculty on an overload basis, or from qualified persons available in the community who have been approved by the District Board of Trustees.

- C. Although part-time faculty will not be required to maintain any specific number of hours on campus or posted office hours in addition to their normal classroom contact hours, such faculty shall be required to schedule time available to students.

**Procedure Related Items**

There are no related items for this Procedure