




June 20, 2011

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Revision of Policy 05-09 Teaching Load

Item Description:

This item requests modifications in the language regarding full time faculty teaching extra classes.

Overview:

Deans may assign full time faculty to one extra class per term based on the needs of the Division. This modification allows consideration to be given based on the number of credit hours taught, giving more flexibility for assigning classes.

Salient Facts:

Full time faculty may teach extra classes that range from 3 to 5 credits. By addressing the number of credits taught rather than just the number of classes, Deans are afforded more flexibility in assignments. Policy does not guarantee extra classes, and that does not change with this modification. This change was requested by the faculty senate membership, so they fully support the change.

Past Actions:

The Board last approved this policy in November, 2010.

Future Actions:

Policy is regularly reviewed for clarity and currency, but no specific future change is planned at this time.

Funding/Financial Matters:

Additional funds for this change are not requested.

Staff Resource:

Barbara Sloan

Recommended Action:

To approve the recommended modification to Policy 05-09.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Teaching Load	NUMBER: 05-09
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1012.82	SEE ALSO:
DATE ADOPTED: 12/1/1997; rev 3/15/99; rev 1/22/01; rev 5/21/01; revised 11/26/01; rev 11/22/10	PAGE: 1 of 1

A full-time teaching load is defined in the Florida Statutes as “a minimum of fifteen classroom contact hours per week at such institution. However, the required classroom contact hours per week may be reduced upon approval of the president of the institution in direct proportion to specific duties and responsibilities assigned the faculty member by his or her department chair [Dean or Program Director] or other appropriate college administrator.” Florida Statute 1012.82.

A full-time teaching load at the College is based on class size, the number of preparations, and the total student contact hours. The teaching load shall be calculated according to TCC Administrative Procedure 05-09. The President approves the teaching load. The Vice President for Academic Affairs will maintain records for loading and is responsible for assuring that faculty are not continuously over- or under-loaded.

The teaching load formula is derived in the following manner: contact hours for each course taught times the number of students enrolled in assigned sections, scaled to account for number of different preparations. This formula is applicable to lecture courses only or lectures in combination with labs/studios/activities. A factor of .75 will be applied to full-time teaching loads consisting totally of laboratories, studio, or activity courses. Associated laboratories are not considered as separate preparations.

Preparations Contact Hours

1	450-550
2	375-450
3	300-375
4	250-300

An instructor may be reassigned for specific duties and responsibilities other than classroom contact hours. This assignment must be approved by the President upon written recommendation of the appropriate dean and the Vice President for Academic Affairs, a faculty member may be considered for

reassignment to other responsibilities. Approval of the President is required for all reassignments.

A. SUMMER TEACHING

Summer term teaching contracts are based upon need. No guarantee of full-time employment can be given for summer contracts.

Faculty will be compensated as outlined in the current Board-approved Salary Schedule.

The maximum credit hours taught during summer terms are as follows:

- A term only 10 hours 350 Student Contact Hours (SCH)
- B term only 10 hours 350 SCH
- C term only 12 hours 420 SCH
- combination of A and B terms 15 hours 525 SCH
 or A, B, and C(maximum 10 in one term)
- combination of A and C terms 12 hours 420 SCH
- combination of B and C terms 12 hours 420 SCH

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In cases of combination lecture, lab, and clinicals, faculty members can work a maximum of ~~twenty-two (22) hours in a four day work week.~~ 180 clock hours in the summer session.

~~The Division Dean may make Exceptions to the above summer maximums to meet the needs of the Division/program when addressing extenuating or unusual circumstances, must be authorized by the Vice President for Academic Affairs.~~

Weekly office hours must be distributed as follows:

# of credit (or clock) hours	Term A or Term B	Term C
1-3 credit (or 1-9 clock) hours	2	1
4-6 credit (or 10-20 clock) hours	4	2.5
7-10 credit (or 21+ clock) hours	6	3.5
11-12 credit (clock hours-n/a)	n/a	4

B. ADDITIONAL TEACHING ASSIGNMENTS (FALL AND SPRING TERMS)

The Dean or Program Director may assign a faculty member additional teaching assignments beyond a full-time teaching load to meet the needs of the Division/program. The faculty member must be in good standing and must have received an overall satisfactory on the evaluation the previous year to be considered for an additional assignment. These additional assignments shall be compensated as outlined

in the current Board-approved Salary Schedule.

During the fall and spring semesters, additional assignments are defined as 1) any combination of classes paid on a head-count basis (SPI, TV, or DIS) or 2) an extra class (including web-based classes).

A faculty member teaching an additional assignment will be required to hold one office hour per week for each additional assignment. Class and office hours for extra assignments must be scheduled in addition to the minimum 25 hours required by statute for the regular contract. Faculty teaching extra classes must continue to fulfill their commitments to service and professional growth as required by contract.

C. EXTRA CLASS

A faculty member may teach ~~only one~~ extra class per term or up to 12 credit hours over three fall/spring terms, whichever is greater. Faculty teaching one, but may teach an extra class ~~and may also teach an~~ one additional assignment of a class paid on a head-count basis. To be eligible for an extra class, a faculty member must satisfy 240.341 FS (fifteen hour requirement) or be near the top of the loading formula. No class or assignment beyond the regular contract is guaranteed, and all extra assignments/classes are determined by the Dean based on the need of the Division/program.

~~The approval of the Vice President for Academic Affairs is required for any faculty member assigned a second extra class~~

D. MAXIMUM NUMBER OF STUDENTS

The maximum number of students in an additional assignment is as follows:

SPI, DIS, TV 50 students (group considered as one additional assignment)
or 30 students if faculty member is teaching an extra class

Extra Class 41 students

E. EXCEPTIONS

Exceptions to this policy may be made to benefit the College. Exceptions will only be made in extenuating circumstances and must be authorized by the Vice President for Academic Affairs. Faculty who are authorized for exceptions must have received satisfactory evaluations in all areas (teaching, professional development, and service) the previous year.

[Link to Mark-Up Policy 05-09](#)

Field Code Changed