

FLORIDA GATEWAY COLLEGE

POLICY

TITLE: Instructional Work Schedule

NUMBER: 6Hx12:4-05

AUTHORITY: District Board of Trustees

PAGE: 1

RESPONSIBILITY: Appropriate Academic Vice President DATE: See History Below

OTHER: State Board of Education Rules
 6A.14.0261
 Florida Statutes 1001.64, 1001.65, 1012.82

It is the policy of the District Board of Trustees to determine the instructional work schedule in accordance with applicable State Board Rules and Florida Statutes.

History: Adopted: 1/11/83; Effective: 1/11/83; Revised: 7/14/87; 4/12/88; 02/14/95; 6/11/96; 03/11/03

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NUMBER OF RELATED BOARD POLICY 6HX12:4-05

FOR FULL-TIME FACULTY who are assigned college credit classes in Associate of Arts, Associate of Science, and college credit certificate programs except Allied Health and Cosmetology programs. These faculty members occupy a Board approved, budgeted position and are on a normal forty (40) hours per week contract. For the regular fall/spring terms, these faculty members have a choice of teaching in one of the following two categories: A – twenty-five (25) hours per week on campus or B – thirty-three (33) hours per week on campus. Anyone accepting an Instructor/Coordinator role will be required to schedule an additional seven hours on campus beyond their selected contract (Category A or B). Any release time for faculty and/or instructional coordinators must be approved by the Appropriate Vice President.

Category A (25 hours on campus) – Eighteen (18) contact hours in classes (six classes or equivalent), seven (7) hours of on-campus office hours, with 15 hours scheduled for professional responsibility, with a minimum of 164 duty days as outlined in the school calendar.

Category B (33 hours on campus) – Fifteen (15) contact hours in classes (five classes or equivalent), seven (7) hours of on-campus office hours, eleven (11) hours scheduled on campus for student support and other work, and seven (7) hours for professional responsibility, with a minimum of 164 duty days as outlined in the school calendar.

The faculty members in these two categories receive all benefits accorded other full-time employees except for annual leave and paid holidays. Any overload classes taught are considered extra time and not included in these basic times, i.e., each three (3) contact hour class would also add thirty (30) minutes scheduled office hours per a three (3) hour class above the A & B categories.

Unless specifically exempted by the appropriate Director, Executive Director, Vice president, or President, all full-time faculty are to be available for:

- Required class time
- Required clinical (health related courses)
- Office hours
- Faculty meetings as called
- Committee meetings
- Attendance at college-related functions as required
- Academic Advising
- Student Recruitment

Teaching Load - Faculty will be assigned classes by division directors/executive directors, coordinators or their designees. The faculty's regular load will consist of courses and activities for which the faculty is deemed qualified. Normal teaching loads are as follows:

1. **Full-time faculty assigned college credit classes in Associate of Arts, Associate of Science, and college credit certificate programs except Allied Health and Cosmetology Programs:**

- A. During the fall and spring terms, a full load is defined as teaching either 18 or 15 credit hours depending on the schedule a faculty member selects, Category A (25 hours on campus) or Category B (33 hours on campus) as detailed on page 1 of procedure.
- B. During summer terms, full-time faculty may teach in adjunct status per the salary schedule, or choose to accept a rate of pay that is associated with more office hours and on campus time(1/3 daily rate of pay). For faculty choosing the 1/3 daily rate calculation, the pay will be determined using the following chart:

If enrollment is:	Calculate:	Multiply by:	Multiply by percentage:
24+ student	1/3 daily rate	30 days	X 100%
17-23	1/3 daily rate	30 days	X 87%
11-16	1/3 daily rate	30 days	X 74%
7-10 (if approved)	1/3 daily rate	30 days	X 65%
1-6 (if approved)	1/3 daily rate	30 days	X 39%

Note: The maximum number of courses that can be paid according to this chart is three per term with no more than six classes total during all summer terms. Any additional courses will be paid according to the adjunct rate of pay schedule.

Summer Office Hours – Office hours per week are determined by the number of courses (on-line or traditional) taught per term. Outside of hours devoted to instruction, office hours are required for meetings on campus or for support of students. Below are the required number of class time hours and office hours that must be scheduled each week for Summer A and B terms (C terms are in parentheses):

# of courses taught per term	# of hours per week to schedule for class time(online or traditional)	# of office hours per week that must be scheduled
1 course	8 (4)	2.5 (1.25)
2 courses	16 (8)	5 (2.50)
3 courses	24 (12)	7.5 (3.75)
Each course over three	8 additional hours (4) per course over three	1.5 (.75)additional office hours per course over three
For courses that are over three credit hours, add the following time per additional credit hour	2 (1)	.75(.25)

* C term indicated in parentheses

- Office hours must be fulfilled on campus if faculty are accepting 1/3 daily rate pay method. Faculty choosing the adjunct rate of pay complete office hours according to adjunct guidelines. Traditional courses require 30 minutes office hours either before or after class, and online courses may be completed virtually. In cases where a faculty member's load exceeds the 40 hour work week, exceptions may be made by the appropriate administrator with final approval by the appropriate Vice President.

A. Courses that have additional credits will be calculated as follows:

If enrollment is:	Calculate:	Multiply by:	Differential calculation (multiply):
24+ student	1/3 daily rate	30 days	X .33
17-23	1/3 daily rate	30 days	X .29
11-16	1/3 daily rate	30 days	X .25
7-10 (if approved)	1/3 daily rate	30 days	X .22
1-6 (if approved)	1/3 daily rate	30 days	X .13

- A. Pay rate for lab/contact overloads will be calculated as follows (one credit hour = 2.67 contact hours in summer A and B):

Faculty pay for summer term lab course contact hour overload will be calculated using the following formula:

If enrollment is:	Calculate total number of extra contact hours	Multiply by	Multiply by
24+ student	X hours	25.00	# of weeks in term
17-23	X hours	21.75	# of weeks in term
11-16	X hours	18.50	# of weeks in term
7-10	X hours	16.25	# of weeks in term
1-6	X hours	9.75	# of weeks in term

2. Full-time faculty assigned College related classes in Allied Health Associate of Science programs:

A. During fall and spring terms, fifteen (15) credit hours. Classroom contact hours and required office hours are to be completed on campus. Clinical hours fall within the 33 hours per week the instructors are required to be on campus. Seven (7) additional hours should be scheduled for professional responsibility. Anyone accepting an Instructor/Coordinator role will be required to schedule an additional seven (7) hours on campus beyond their instructional contract. Any release time for faculty and/or instructional coordinators must be approved by the Appropriate Vice President, with final approval by the President.

During summer terms, six (6) credit hours. Classroom contact hours and required office hours are to be completed on campus. Clinical hours fall within the 33 hours per week the instructors are required to be on campus. Seven (7) additional hours should be scheduled for professional responsibility. Anyone accepting an Instructor/Coordinator role will be required to schedule an additional seven(7) hours on campus beyond their instructional contract. Any release time for faculty and/or instructional coordinators must be approved by the Appropriate Vice President with final approval by the President.

3. Faculty Load for Instrumental & Voice Lessons Taught by Full-time Faculty

Applied music lessons will be counted toward faculty load at the ration of five (5) half-hour lessons (or any combination equaling 2.5 hours of instruction) to one (1) 3 semester hour class.

4. Full-time faculty assigned vocational credit courses in Certificate programs:

A. Twenty-four (24) to thirty (30) classroom contact hours. These contact hours will be scheduled within the 33 hours the faculty are required to be on campus and office hours will be adjusted accordingly to accommodate the scheduled classroom contact hours. Seven (7) additional hours should be scheduled for professional responsibility. Anyone accepting an Instructor/Coordinator role will be required to schedule an additional seven (7) hours on campus beyond their instructional contract. Any release time for faculty and/or instructional coordinators must be approved by the Appropriate Vice President with final approval by the President.

5. Full-time faculty teaching College credit courses in Allied Health Associate of Science programs:

A. During fall and spring terms, class load exceeds fifteen (15) credit hours, and/or total approved classroom contact and clinical hours creates an on-duty regular schedule in excess of 33 hours per week. Seven (7) additional hours should be scheduled for professional responsibility. Anyone accepting an Instructor/Coordinator role will be required to schedule an additional seven (7) hours on campus beyond their instructional contract. Any release time for faculty and/or instructional coordinators must be approved by the Appropriate Vice President with final approval by the President.

B. During summer term, class load exceeds six (6) credit hours and/or total classroom contact and clinical hours creates an on-duty regular schedule in excess of 33 hours per week. Seven (7) additional hours should be scheduled for professional responsibility. Anyone

accepting an Instructor/Coordinator role will be required to schedule an additional seven (7) hours on campus beyond their

Procedure 6Hx12:4-05

(Continued)

Page 6 of 7

instructional contract. Any release time for faculty and/or instructional coordinators must be approved by the Appropriate Vice President with final approval by the President.

6. Full-time faculty assigned vocational credit courses in Certificate programs:

A. Classroom contact hours plus required scheduled office hours creates a schedule in excess of 33 hours per week. Seven (7) additional hours should be scheduled for professional responsibility.

Anyone accepting an Instructor/Coordinator role will be required to schedule an additional seven (7) hours on campus beyond their instructional contract. Any release time for faculty and/or instructional coordinators must be approved by the Appropriate Vice President with final approval by the President.

The following will not be considered in the determination of an overload situation:

1. Courses which are part of an activity for which supplements are being paid.
2. Overload payments to part-time faculty.
3. Contact hours for lecture courses in excess of credit hours.

Overload pay -

The Appropriate Vice President, upon recommendation of directors/executive directors, may recommend overload pay in allowable circumstances. Approved overload pay will be computed per the salary schedule.

PART-TIME FACULTY - An employee who works less than an eight hour day or 40 hour week. There are no benefits offered to persons employed in this status except those benefits as provided for in Division of Retirement Rule 60S-1.004.

Part-time faculty are required to meet all classes as scheduled. Additionally, they must be available to students 30 minutes per week per 3 credit hour course or equivalent. Faculty teaching online courses may complete office hours virtually, while faculty teaching traditional campus courses should maintain campus office hours.

REQUIRED DOCUMENTATION - Faculty shall be required to submit an **Instructor's Class Schedule** form and a **Faculty Load Report** form to his or her director/executive director/dean.

Procedure 6Hx12:4-05

(Continued)

Page 7 of 7

The director/executive director of each division shall be responsible for keeping records of class loads, including numbers of students in each class and of assignments made to faculty in lieu of classroom assignments.

One copy of the faculty's_ (full-time and part-time) work schedule shall be filed with the appropriate director/executive director and one shall be posted in clear view at the faculty's office. Each schedule should fully account for each faculty's work hours during each term. A copy of the **Instructor's** (full-time and part-time) **Faculty Load Report** form shall be filed with Human Resources. When requesting overload pay, a Faculty Load Report must be submitted with the faculty's contract.

History: Adopted: 2/14/95; Effective: 2/14/95; Revised: 6/11/96, 01/09/01, 03/11/03; 04/02/03, 02/2/09, 02/09/10, 05/03/10; 05/02/11; 10/26/2012