



February 17, 2014

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Policy Changes affecting Summer Classes

Item Description

This item requests modifications to two Board policies, 05-09 and 05-18, regarding summer classes.

Overview and Background

The current language is not consistent with policies for fall and spring term classes. The proposed change aligns summer classes with fall and spring class sizes. It also removes language regarding compensation for adjuncts. Compensation is addressed in the Salary Schedule, which is approved annually by the Board.

Past Actions by the Board

The Board last approved changes to Policy 05-09 in June 2011 and to Policy 05-18 in November 2010.

Funding/Financial Implications

These changes do not require additional funding.

Staff Resource

Barbara Sloan

Recommended Action

That the Board approve the changes to Policies 05-09 and 05-18 as presented.

**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 Florida Administrative Code:	SEE ALSO: • Administrative Procedure 05-09AP: Teaching Load
DATE ADOPTED: 12/1/97; Revised 3/15/99, 1/22/01, 5/21/01, 11/26/01, 11//22/10, 6/20/11	

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.

<u>Preparations</u>	<u>Contact Hours</u>
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:

- | | | |
|---|----------|--|
| <input type="checkbox"/> A term only | 10 hours | 350-410 Student Contact Hours (SCH) |
| <input type="checkbox"/> B term only | 10 hours | 350-410 SCH |
| <input type="checkbox"/> C term only | 12 hours | 420-492 SCH |
| <input type="checkbox"/> combination of A and B terms | 15 hours | 525-615 SCH |
| Or A, B, and C (maximum 10 in one term) | | |
| <input type="checkbox"/> combination of A and C terms | 12 hours | 420-492 SCH |
| <input type="checkbox"/> combination of B and C terms | 12 hours | 420-492 SCH |

In cases of combination lecture, lab, and clinicals, faculty members can work a maximum of 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.

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 one extra class per term or up to 12 credit hours over three fall/spring terms, whichever is greater. Faculty teaching one extra class may also teach 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.

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.

**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 Florida Administrative Code:	SEE ALSO: • Administrative Procedure 05-09AP: Teaching Load
DATE ADOPTED: 12/1/97; Revised 3/15/99, 1/22/01, 5/21/01, 11/26/01, 11//22/10, 6/20/11	

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| <input type="checkbox"/> A term only | 10 hours | 410 Student Contact Hours (SCH) |
| <input type="checkbox"/> B term only | 10 hours | 410 SCH |
| <input type="checkbox"/> C term only | 12 hours | 492 SCH |
| <input type="checkbox"/> combination of A and B terms | 15 hours | 615 SCH |
| Or A, B, and C (maximum 10 in one term) | | |
| <input type="checkbox"/> combination of A and C terms | 12 hours | 492 SCH |
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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.

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

TITLE: Adjunct Instructors	NUMBER: 05-18
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: • Administrative Procedure 05-18AP: Adjunct Instructors
DATE ADOPTED: 12/1/97; Revised 1/22/01, 11/22/10	

Services of adjunct instructors are of a temporary nature for a specific term. Employment for any term shall not lead to or contribute to future employment whether temporary, permanent, or otherwise. The services required of adjunct instructors shall be in a location designated by the President as authorized by the Board.

Employment of an adjunct instructor may be canceled prior to the first day of class based on college need. In the event prescribed services have not been completed on the final day of the term, the Board may withhold all or part of the salary due until such services have been performed.

A. Adjunct Load

Adjunct instructors may be assigned a maximum credit hour load of ten (10) hours and a maximum student load equivalent to ~~370~~410 student semester credit hours per term.

Adjunct instructors employed on a clock hour basis may be assigned a maximum load of twenty-four (24) clock hours per week. Any exception to the assigned maximum load must be approved by the Vice President for Academic Affairs or designee.

B. Lecture, Laboratory, Activity, and Studio Instruction

Adjunct instructors will be compensated for the highest applicable degree according to the current Board-approved Salary Schedule.

Adjunct instructors teaching courses with regularly scheduled contact hours in excess of the number of assigned credit hours will be additionally compensated on the basis of two contact hours equated to one credit hour.

~~Adjunct instructors assigned to teach a large class will be additionally compensated at a rate of fifteen (15) percent of course salary for each multiple of six (6) students above thirty-six (36) enrolled.~~

C. Clinical and Clinical Laboratory Instruction-Health Related Programs

Adjunct instructors in health related programs appointed to instruct or supervise in a clinical or clinical laboratory setting will be paid on a clock hour basis according to the current Board-approved Salary Schedule.

D. SPI and Telecourse Instruction

Adjunct instructors will be compensated on a per student basis according to the current Board-approved Salary Schedule.

E. Adult and Continuing Education – Non-Credit

Adjunct instructors teaching non-credit courses will be paid on a class hour basis according to the current Board-approved Salary Schedule.

F. Absences

Adjunct instructors are not eligible for any type of paid leave. When adjuncts miss class, they shall complete and submit the Leave Request form to the dean/program director for leave without pay.

G. Evaluation

Each adjunct instructor will be visited by the dean/program director, program chair, or by a full-time faculty member the first semester of employment and once a year if hired to teach in subsequent semesters. Each first-time visit must be followed by a conference to discuss the observation. A report of the observation and/or conference may become part of the adjunct instructor file.

Students will evaluate adjunct instructors in each class in each fall and spring semester of employment of the adjunct. The primary purpose of student evaluation of instructors is for self-improvement of the instructor, but the Summary of Student Evaluations will be included in the adjunct instructor's file in the division office. Student Evaluation may be discussed with the adjunct instructor by the dean or designee.

Adjunct instructors will be evaluated a minimum of once a year by the dean or designee during the fall, spring, or summer semester. The program chair/director may assist as approved by the dean.

H. Grade Books

Adjunct instructors must turn in all grade books to the division before receiving the final paycheck for the term.

**TALLAHASSEE COMMUNITY COLLEGE
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TITLE: Adjunct Instructors	NUMBER: 05-18
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: • Administrative Procedure 05-18AP: Adjunct Instructors
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Services of adjunct instructors are of a temporary nature for a specific term. Employment for any term shall not lead to or contribute to future employment whether temporary, permanent, or otherwise. The services required of adjunct instructors shall be in a location designated by the President as authorized by the Board.

Employment of an adjunct instructor may be canceled prior to the first day of class based on college need. In the event prescribed services have not been completed on the final day of the term, the Board may withhold all or part of the salary due until such services have been performed.

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Adjunct instructors employed on a clock hour basis may be assigned a maximum load of twenty-four (24) clock hours per week. Any exception to the assigned maximum load must be approved by the Vice President for Academic Affairs or designee.

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