

6HX19-3.07 FACULTY TEACHING LOADS AND SUPPLEMENTAL CONTRACT PAYMENTS

The purpose of this Board Rule is to establish Board policy regarding faculty teaching loads and supplemental contract payments.

The following guidelines will apply when computing faculty teaching loads and determining when to pay full-time faculty members on a supplemental contract basis.

1. An instructional hour equivalent is an artificial unit of measure which does not necessarily correspond to credit hours, lecture hours, laboratory hours, clinical hours, or contact hours. An instructional hour equivalent is used for the purpose of calculating full-time teaching loads and payment of supplemental contracts except where indicated.

The following guidelines will be used for the purpose of calculating instructional hour equivalents:

- a. One College Credit; College Preparatory Credit; Dental Assisting, Practical Nursing, or Technical Credit lecture hour equals 1.0000 instructional hour equivalent.
 - b. One science laboratory hour equals 0.7500 instructional hour equivalent.
 - c. One Registered Nursing, Practical Nursing, Radiography, Dental Assisting, Dental Hygiene, or Emergency Medical Services or Technical Health laboratory hour, or clinical hour, equals 0.8750 instructional hour equivalent.
 - d. One laboratory hour, including Art, Drama, and Theater, equals 0.6875 instructional hour equivalent.
 - e. One hour of Music instruction equals 0.6667 instructional hour equivalent.
 - f. One hour of Welding Technology instruction (includes lecture and laboratory) equals 0.8333 instructional hour equivalent.
 - g. One laboratory or clinical hour, not included in b. through f. above, equals 0.5000 instructional hour equivalent.
2. A full-time faculty member's load, teaching college credit courses will be calculated as follows:

- a. For Terms I and II, instructors will teach no less than 225 instructional hour-equivalents and no more than 400 instructional hour equivalents.
 - b. Once the full-time load range has been achieved by an instructor, any additional courses will be taught on a supplemental contract basis.
3. A full-time faculty member's load, teaching technical credit courses will be calculated as follows:
- a. For Terms I and II, instructors will teach no less than 300 instructional hour equivalents and no more than 360 instructional hour equivalents.
 - b. Once the full-time load range has been achieved by an instructor, any additional courses will be taught on a supplemental contract basis.

Procedures established by the President to implement this Board Rule are contained in Internal Management Memorandum #3-22 *Faculty Workloads and Supplemental Contract Payments*.

Rule Adopted: 8/16/73; 6/16/75; 8/25/75; 4/25/77; 2/20/78; 8/20/79; 9/17/79; 11/19/79; 12/17/79; 1/14/80; 6/15/81; 3/19/84; 12/19/88; 4/10/90; 2/24/98; 3/23/99; 9/24/02; 6/15/04; ■09/02/08; 05/19/09

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Reviewed:

■President's Cabinet Approval – Non-Substantive/Editorial

President's Administrative Leadership Team – Non-Substantive/Editorial 6/11/18

Administratively Reviewed – no recommended changes 7/7/2025

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1012

Other References:

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(18)((43)(44); 1001.65(1)(3)(16)(24); 1012.82; 1012.83

Proposer: Dr. Eric Hall, President