

# TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

<b>TITLE:</b> Teaching Load	<b>NUMBER:</b> 05-09AP
<b>AUTHORITY:</b> Florida Statute: <a href="#">1001.64</a> , <a href="#">1001.65</a> , <a href="#">1012.82</a> Florida Administrative Code: <a href="#">6A-14.0247</a>	<b>SEE ALSO:</b> <ul style="list-style-type: none"> <li>• <a href="#">Board Policy 05-08</a> and <a href="#">Administrative Procedure 05-08</a>: Reassigned Time</li> <li>• <a href="#">Board Policy 05-09: Teaching Load</a></li> </ul>
<b>UPDATED:</b> October 9, 2013; September 15, 2014	

Teaching loads are calculated as described in [Board Policy 05-09](#). Calculations for reassigned time are described in [Board Policy 05-08](#) and [Administrative Procedure 05-08AP](#). Faculty who teach in express sessions shall be loaded proportionally for class hours, office hours, and other responsibilities.

Additional teaching assignments may be assigned as defined in [Board Policy 05-09](#), Section B. Faculty who teach extra assignments in express sessions shall hold office hours proportionally to the one hour per week for the 15 week term.

Extra classes may be assigned as defined in [Board Policy 05-09](#), Section C. Supplemental contracts will be considered when assigning extra classes. Supplemental contracts will be written for work beyond the regular load that is not a teaching assignment; the supplemental contract shall include written goals and expectations as well as method of assessment to be included in the annual review process. The time commitment of the supplemental contract shall be added to the time for extra assignments such that together the maximum total extra hours shall be the equivalent of 12 credit hours (or equivalent clock hours) over three fall/spring terms.

Extra assignments shall be limited in size as described in [Board Policy 05-09](#), Section D.

Loading and faculty staffing vary greatly among divisions due to conditions such as variations in programs, numbers of full time faculty, qualifications of full time faculty, numbers of sections needed, and availability of adjuncts. Therefore, assigning extra work beyond the contractual load is at the discretion of the Dean based upon needs of the division. Whenever possible, however, during the fall and spring terms, deans will first assign one extra class to each

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
ADMINISTRATIVE PROCEDURES**

interested full time faculty prior to making assignments to adjuncts, provided the full time faculty member makes the request by the deadline set by the dean. The assignment of a second class ( maximum of twelve hours or equivalent in three major terms) will be based on the division needs as determined by the dean.

For summer teaching, deans will attempt to distribute available classes among full time faculty equitably, or by process agreed upon within the division (such as seniority) in accordance with maximum loads defined in Policy 05-09. before assigning classes to adjuncts provided that the faculty member has made the request by the deadline set by the dean.

Deans may consider preparedness of faculty (such as for an online section or best-suited credentials) in determining assignments.

Deans will develop the schedule of classes based upon student need and interest; faculty should not expect sections to be created to meet their time of day, session or number of courses requests if there is not an enrollment demand.

Exceptions to [Board Policy 05-09](#) may be made to benefit the College. Exceptions will be initiated by the dean/director to address extenuating circumstances. Exceptions must be authorized by the Provost and Vice President for Academic Affairs.