

LAKE-SUMTER STATE COLLEGE

BOARD RULE

TITLE: Instructional Loads **NUMBER:** 5.10

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SBE 6A-14.0261

HISTORY: New - _____
Amended - 6/20/88, 6/19/96, 1/20/00, 6/20/06
Reviewed – 3/2/09

DATE ADOPTED: 6/20/06

REFER TO PROCEDURE NUMBER:

1. Full-Time Instructional Load

- a. The Vice-President of Academic Affairs shall recommend to the President full-time teaching loads for all instructional units of the College. Such recommendations will be developed in consultation with the faculty, Chairs, Deans and other appropriate staff to ensure that high quality education is maintained. The College is committed to ensuring that no faculty member is assigned duties that would detract from his or her teaching responsibilities.
- b. Full-time faculty shall be required to meet all requirements of SBE Rules as issued under statutory authority and College Rules and Procedures as amended by the College. Exceptions must be approved, through channels, by the President.
- c. The normal 9-month (164 days) teaching load is no less than fifteen (15) semester hours each for fall and spring terms unless approved by the president as a "Modification to Teaching Assignment." Six (6) semester hours may be required of faculty for summer term A or B term coverage and shall be paid at the rate shown in the current Salary Schedule.
- d. Standing committee assignments are reviewed annually with faculty to ensure adequate time for instructional responsibilities.

2. Instructional Overloads

- a. With the approval of the Vice-President of Academic Affairs, overloads shall be assigned for full-time instructors within the following guidelines:
 - (1) Payment for overload shall be made only for those student contact hours taught above the assigned full-time load.

- (2) Instructors with approved release time hours assigned for non-teaching duties shall have the release time hours counted as a part of the full-time load for overload purposes.
 - (3) Overloads shall be paid on the basis of appropriate part-time semester hour salary rates as shown in the current Salary Schedule.
 - (4) Overload class hours shall be in addition to the 35 hours detailed in Board Rule 5.11.
- b. Faculty who request to do so may teach up to six (6) additional credit hours over their assigned loads in each of the fall and spring terms, and an additional three (3) credit hours over the six (6) credit hours during the summer term. Any additional hours must be based on an academic need and must be recommended by the supervisor and approved by the Vice-President of Academic Affairs or his/her designee.
 - c. Faculty assignments for various activities, such as the lab coordination for math, English and computer, intramurals, etc., will be compensated as documented in the list of specialized activities in the current Salary Schedule.
 - d. Any full-time instructor who chooses to teach in a non-contract term is considered an adjunct for that term.
3. Other Work Assignments

With the approval of the immediate supervisor, college employees whose normal work assignment is other than teaching may be assigned to teach courses as an overload during the evening or at a time other than the normal working day.

4. Assignment of Responsibilities

The equitable and reasonable assignment of the faculty responsibilities in accordance with the guidelines set forth in this policy is the responsibility of the appropriate Chair and respective Dean.