



November 15, 2010

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Barbara R. Sloan., President *BRS*  
**SUBJECT:** Policy Revision - Chapter 5.

---

### Item Description:

This item requests policy manual changes for Chapter 5.

### Overview:

As a continuation of the complete revision of the TCC Policy Manual, revisions to Chapter 5 are presented for your consideration. These changes have been through the appropriate College revision process, including review by the Faculty Senate.

### Salient Facts

Policy Manual revision is necessary for the following reasons: to remain compliant with new state and federal laws; to update organizational and staff references; to remove procedure from policy; and to recommend changes to improve College governance and operation. Changes to Chapter 5 are summarized here:

05-00	Conforms to Florida Administrative Code (FAC); minor language changes for clarification	05-01	Conforms to TAC; add new-faculty seminar requirement; conforms to current
05-02	Conforms to FAC; modifies date of notice of contract renewal; removes procedure; clarifies language; conforms to current org. chart	05-03	Conforms to FAC; clarifies language; removes procedure; conforms to current org. chart
05-04	Conform to FAC; clarifies on-campus requirements for faculty; conforms to current org. chart	05-05	Clarifies language; adds faculty reporting requirements on non-teaching days; conforms to current org. chart

05-06	Clarifies approval for class cancellations due to absence of instructor; conforms to current org. chart	05-07	Modifies title; Conforms to FAC; updates faculty responsibilities; conforms to current org. chart; removes procedure
05-08	Conforms to FAC; conforms to current org. chart; removes procedure	05-09	Conforms to FAC; specifies summer faculty loading; conforms to current org. chart; clarifies faculty overload policy
05-10	Conforms to FAC; conforms to current salary schedule	05-11	Removes procedure; conforms to current org. chart
05-12	Removes procedure; conforms to current org. chart	05-13	Removes procedure; conforms to current org. chart
05-14	Conforms to FAC; Removes procedure	05-15	Conforms to FAC; adds summer pay
05-16	Conforms to FAC; minor language changes for clarification	05-17	Conforms to FAC; conforms to current org. chart
05-18	Conforms to FAC; modifies maximum adjunct load to practice; minor language changes for clarification	05-19	Conforms to FAC; conforms to current org. chart

**Past Actions:**

The board began the process of revising and updating the policy manual last year. This is a continuation of that process.

**Future Actions:**

This item completes the review of Chapter 5.

**Funding/Financial Matters:**

There are no costs related to this item.

**Staff Resource:**

Frank Brown

**Recommended Action:**

That the Board approve the policy revisions as presented.

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

<p><b>TITLE:</b> Faculty Recruitment and Selection</p>	<p><b>NUMBER:</b> 05-00</p>
<p><b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65</p>	<p><b>SEE ALSO:</b>  05-00PAP</p>
<p><b>DATE ADOPTED:</b> 12/1/97; revised 1/22/01</p>	<p><b>PAGE:</b> 1 of 2</p>

All faculty vacancies, both teaching and non-teaching, will be advertised in accordance with the College's Equity Plan.

In order to fill a vacant instructional position, the dean or appropriate administrative authority in consultation with appropriate faculty and in compliance with SACS criteria shall establish minimum criteria for the position, such as degree, specific courses, experience and specialization.

Teaching faculty members must have special competencies in the field in which they teach. These special competencies are attested to by advanced study, and the possession of at least a master's degree and eighteen semester hour credits in their teaching discipline. In the applied arts and in specialized professional or technical fields, evidence of professional competency is accepted in lieu of an advanced degree provided a two-year occupational degree or other special certification is held. Faculty who teach College Preparatory courses must possess a minimum of a bachelor's degree in the appropriate field.

In addition to professional educational preparation and experience, teaching faculty are expected to be able to communicate with and relate to their peers, supervisors, staff, and students in a competent, reasoned and professional manner. All potential faculty must demonstrate competency in written and oral communication prior to hire.

The Vice President for Academic Affairs will maintain a written procedure, approved by the President, for the hiring process and will review it annually with the Deans. Full time faculty will be consulted regarding the process. All faculty selections for full time, established positions will be made using a competitive hiring process. The process will provide that the Division Dean appoint a faculty committee to assist in the recruitment and hiring process. Specific procedures can be found in Faculty Hiring Procedures (05-00AP).

[Link to Mark-Up Policy 05-00](#)



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

<b>TITLE:</b> Faculty Orientation	<b>NUMBER:</b> 05-01
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65	<b>SEE ALSO:</b>  05-01AP
<b>DATE ADOPTED:</b> 12/1/97; revised 1/22/01	<b>PAGE:</b> 1 of 1

Each dean/program director shall maintain within the division a program to assist in the orientation of newly appointed members of that division. This orientation may vary from division to division, but shall include, as a minimum, introductions to colleagues, philosophy of the division and the College, College standards and requirements, physical facilities, internal structure, and policies and procedures.

The College may require new faculty to attend a paid orientation prior to the beginning of their first fall contract. In addition, annual contract faculty shall participate in a seminar series for up to 30 hours per semester conducted through the Center for Teaching Excellence each year they are on annual contract.

[Link to Mark-Up Policy 05-01](#)



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

<b>TITLE:</b> Contracts	<b>NUMBER:</b> 05-02
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0411, 6A-14.041(2)	<b>SEE ALSO:</b> 05-02AP 05-15
<b>DATE ADOPTED:</b> 12/1/97; revised 1/22/01	<b>PAGE:</b> 1 of 3

A contract for employment at the College signed by a faculty member and by the President of the College, whether personally or by facsimile, shall be binding on the part of both the College and the faculty member and shall be based on the current Board-approved Salary Schedule.

Original Appointment: Faculty members hired for an original appointment shall be placed on an annual contract.

Renewal: Faculty members holding an annual contract may have their contract renewed by the Board upon the recommendation of the President no later than April 1<sup>st</sup> preceding the academic year for which the contract is to be effective.

Non-renewal of Annual Contract: The Board or the President may determine not to renew the contract of a faculty member on an annual contract in accordance with the following:

1. Expectancy of reemployment: the Board owes no further contractual obligation to the faculty member at the expiration of the annual contract. The Board has no legal obligation to renew the contract of a faculty member on annual contract.
2. Notice of non-renewal: when a determination is made that a faculty member is not to be reappointed, that faculty member shall be notified in writing of the expiration date of the contract and that the faculty member's contract will not be renewed. This action does not release the College from the contractual commitment to compensation for the faculty member until the term of the contract expires nor does it release the faculty member from continuing to serve the college until the term of the contract expires.
3. Reasons for non-renewal: the reasons for the determination not to renew the employment contract will not be given.

Continuing Contract: A continuing contract is granted subject to the following provisions.

1. The faculty member shall have served at the College in a probationary status in accordance with the provisions and intent of 6A-14.0411(1)(a)(b) of the Florida Administrative Code (FAC) for three (3) full years of satisfactory service during a period not in excess of five (5) years with such service being continuous except for leave duly authorized and granted.
2. The probationary period may be continued upon recommendation of the President and approval by the Board as provided in the Florida Administrative Code.
3. Continuing contract is recommended to the Board by the President for faculty members who have received satisfactory ratings on the evaluation of the performance of their duties and responsibilities during the probationary period. Continuing contract may become effective only at the beginning of an academic year.

Continuing contract must be based on explicit judgment of qualifications and performance. In accordance with 6A-14.0411(2) FAC, the College may consider educational qualifications, efficiency, compatibility, character and capacity to meet the educational needs of the community, and the length of time the duties and responsibilities of the position are expected to be needed. Prior to initial appointment to continuing contract, faculty members must be carefully evaluated by the program director or dean. The Vice President for Academic Affairs shall consider all of the evaluations in making a recommendation to the President.

If the President concurs with the Vice President that the faculty member be awarded continuing contract, the President shall recommend this action to the District Board. The decision of the Board is final.

If the Vice President recommends that the faculty member be given a continuing contract and the President does not concur in the recommendation, the faculty member may appeal to the Board. If the Vice President fails to recommend the faculty member at the appropriate time, the faculty member may appeal to the President.

4. Continuing contract status entitles the faculty member to continue employment at the College without annual reappointment. However, a faculty member on continuing contract may be dismissed or returned to annual contract in accordance with 6A-14.0411(5)(a)(b) FAC. The President shall notify the faculty member in writing of the recommendation, and upon approval by the Board, shall afford the employee the right to a hearing in accordance with College policy. As an alternative, the faculty member may elect to request an administrative hearing in accordance with the guidelines of Chapter 120 of the Florida Statute (FS) by filing a petition with the Board within twenty-one (21) calendar days of receipt of the recommendation of the President.

#### Annual Contracts Under Certain Conditions

Any faculty member who is otherwise entitled to receive a continuing contract may be issued an annual contract provided the Board, upon the recommendation of the President, shall by majority vote find that such faculty member does not meet the required standards for a continuing contract or that the required duties and responsibilities of that position have been restricted or will be needed for a limited time.

Among the criteria to be considered by the Board in making this determination shall be educational qualifications, efficiency, capability, character and capacity to meet the educational requirements of the



community or the length of time the duties and responsibilities of this position are expected to be needed.

A recommendation to issue such annual contract shall be made by the President and submitted to the Board giving good and sufficient reasons for the recommendation. The Board shall act on the President's recommendation not later than May 1 preceding the academic year for which the contract is to be effective.

#### Administrators Holding Continuing Contracts as Faculty Members

Rule 6A-14.0411 FAC limits continuing contracts to persons serving in an instructional capacity only.

Administrators who held continuing contracts as faculty members at the College before appointment to their administrative post are placed on leave-of-absence status from their continuing contract for the duration of their annual administrative appointment. Such persons may revert to their continuing contract status if otherwise eligible in the event that they are not reappointed to their administrative position or that they opt not to accept such annual appointment.

#### Supplemental Contracts

The President or designee is authorized to employ as needed any of the faculty members at the College on supplemental contracts.

[Link to Mark-Up Policy 05-02](#)



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

<b>TITLE:</b> Assessment and Evaluation	<b>NUMBER:</b> 05-03
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65	<b>SEE ALSO:</b> 05-03AP 05-07
<b>DATE ADOPTED:</b> 12/1/97; revised 1/22/01	<b>PAGE:</b> 1 of 3

Assessment and evaluation of faculty will be conducted utilizing a variety of approaches relating to professional competence and commitment of the faculty member to the College. Assessment and evaluation, include the following:

**A. CLASSROOM OBSERVATION**

1. Faculty on Annual Contract: each faculty member on annual contract will be observed once a year. The observation will be conducted by the dean/ or program director and will be followed by a conference to discuss the observations. The results of the observation and conferences may be incorporated as a part of the annual evaluation report.
2. Faculty on Continuing Contract: each faculty member on a continuing contract will be observed by the dean or program director as necessary and at least once every two (2) years. The observation may be followed by a conference to discuss the observations.

**B. STUDENT EVALUATION OF FACULTY**

1. Faculty on Annual Contract: students will evaluate faculty members on annual contract in each class in each fall semester of the contract. The primary purpose of student evaluation of faculty is self-improvement of the faculty member. Annual contract faculty will develop a written self-analysis of the results. The Student Evaluation reports and self-analysis will be included as a part of the seminar portfolio and annual formal evaluation. Student Evaluation reports will be discussed between the faculty member and the dean or program director.
2. Faculty on Continuing Contract: students will evaluate faculty members on continuing contract in each class in each fall semester of employment. The primary purpose of student evaluation of faculty is self-improvement of the faculty member. While there is no provision of direct inclusion of student evaluation results in the assessment program, it is expected that student evaluations will be discussed with the dean or program director and may contribute to the goal setting process.

### **C. FORMAL EVALUATION OF FACULTY**

1. Faculty on Annual Contract: each faculty member on annual contract will be formally evaluated by the dean or program director (deans may be assisted by the program chair). The evaluation form may be completed to coincide with the classroom observation conferences and will become a part of the faculty member's file.
2. Faculty on Continuing Contract: faculty members on continuing contract will participate in an annual assessment that consists of an appraisal of the faculty member's compliance with the position responsibilities (Policy 05-07) and satisfactory achievement of the goals in the annual IPS (Instruction, Professional Growth, and Service to the College/Community) Plan developed during the previous assessment conference.

The Procedure for developing an IPS Plan and for conducting the annual assessment is described in Procedure 05-03AP.

### **D. ASSESSMENT OF FACULTY TEACHING IN MORE THAN ONE DIVISION**

Faculty may be qualified to teach in more than one discipline in the College. When more than one division is concerned, the faculty member will be assigned to one division as the home division and that dean will assume responsibility for the evaluation/assessment of the faculty member. The evaluation/assessment procedure for these faculty is described in Procedure 05-03P.

[Link to Mark-Up Policy 05-03](#)



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

<b>TITLE:</b> Faculty Hours of Work	<b>NUMBER:</b> 05-04
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0491	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 12/1/1997; rev 3/15/99; rev 1/22/01; rev 8/20/01; revised 11/26/01	<b>PAGE:</b> 1 of 2

**A. NON-TEACHING FACULTY**

Non-teaching faculty shall adhere to a minimum of a forty (40) hour work week scheduled as appropriate in accordance with the contract length specified in the Board-approved Salary Schedule.

**B. TEACHING FACULTY**

As professionals, teaching faculty members enjoy considerable freedom in planning and performing their work. Faculty members may have teaching assignments both on and off campus, day and evening, and at times, on the weekends. Their assignments require forty (40) or more hours of professional services to the College each week.

The following shall apply to teaching faculty.

1. A faculty member must provide for a total time of at least twenty-five (25) hours in an instructional capacity, that is, available to students in the classroom and through office hours. Classroom contact and on-campus office hours may be adjusted for assignments during non-traditional academic terms and for non-traditional delivery. On the Teaching and Office Schedule, the faculty member shall list the following:
  - a. All class hours
  - b. Office hours sufficient to total a minimum of twenty-five (25) hours in combination with class hours
  - c. At least ten (10) office hours
  - d. Other structured assignments
2. The twenty-five (25) minimum on-campus hours required must be distributed Monday through Friday with a minimum of two hours per day. Office hours are to be scheduled at times convenient to



students and are not to conflict with other regularly scheduled commitments. Exceptions for on-line and other non-traditional formats require the approval of the Dean or Program Director and the Vice President for Academic Affairs. (See Administrative Procedure 05-04AP)

Faculty members are expected to adhere to the class schedule and office hours submitted each semester. If a faculty member must leave the campus during scheduled hours, the division office must be notified, and a leave form must be submitted. Changes to the office hour schedule must be approved by the Dean or Program Director. If conflict cannot be avoided, faculty may attend official college committee meetings or special events during office hours as long as students are notified of the temporary change in availability.

3. Limited exceptions to these scheduling requirements may be made with the approval of the President upon written recommendation of the appropriate dean or program director and the Vice President for Academic Affairs.
4. During the fall and spring semesters, approximately thirty (30) hours per semester will be spent in the advisement process. Annual contract faculty will not advise during their first semester and will engage in limited advising hours in the second and subsequent semesters such that their total commitment to the new-faculty seminar program and advising totals approximately 30 hours.
5. Aside from these duties, faculty members are expected to perform other college-related services during their work week, both on campus and off. Faculty are expected to be available for scheduled meetings and other campus and department responsibilities as defined by the Dean, Program Director or other campus officials
6. All teaching and office hour commitments for extra assignments for fall and spring term are above and beyond these regular contract obligations.

Noncompliance with these responsibilities will be handled through the official College policies relating to such conduct.

### **C. ADVISING RESPONSIBILITIES - SUMMER TERMS**

Faculty who teach during the summer are required to assist with advising as needed, but no more than the following. Advising responsibilities for all summer term teaching are calculated by term (not weekly) as follows:

- 1-3 credit hours or 1-9 clock hours - 6 hours advising
- 4-6 credit hours or 10-20 clock hours - 9 hours advising
- 7-12 credit hours or 21+ clock hours - 12 hours advising

[Link to Mark-Up Policy 05-04](#)

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

<b>TITLE:</b> Non-Teaching Days	<b>NUMBER:</b> 05-05
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65	<b>SEE ALSO:</b> 05-05AP
<b>DATE ADOPTED:</b> 12/1/97; revised 1/22/01	<b>PAGE:</b> 1 of 1

The Academic Calendar of the College contains a number of faculty work days on which teaching faculty members perform non-teaching assignments. These non-teaching days will be devoted to student advisement, registration, committee meetings, division meetings, in-service training, specific assignments as authorized by deans or program directors, as well as faculty preparation for teaching and other contract responsibilities.

Teaching faculty must report to campus for required activities appropriate to their position responsibilities as specified by the dean or program director, Vice President for Academic Affairs, President, or other authorized authority.

Faculty must be available by phone or email on these days but need not be on campus except for required activities as described above. Faculty who cannot be available as required on campus by phone or by email must take the appropriate leave.

[Link to Mark-Up Policy 05-05](#)

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

<b>TITLE:</b> Faculty Absences	<b>NUMBER:</b> 05-06
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65	<b>SEE ALSO:</b> Policies 04-27 - 04-41 05-18 (adjuncts)
<b>DATE ADOPTED:</b> 12/1/97; revised 1/22/01	<b>PAGE:</b> 1 of 1

Teaching Faculty

Faculty members who need to miss class shall notify their dean or program director as far in advance as possible so adequate provision can be made to cover the class. The dean or program director or his/her designee shall determine if a class cannot be covered and needs to be canceled. Faculty members may not cancel class without the explicit approval of the appropriate dean.

Prior to missing class, faculty members shall submit a Leave Request form to the dean or program director for approval. In the case of unexpected illness or emergency, faculty shall submit a leave form as soon as they return to duty. Failure to make application for paid leave shall result in loss of pay.

Because leave is based on a forty (40) hour week, a full day's absence represents an eight (8) hour day. Absence for portions of a day's scheduled responsibilities will be determined by the actual hours missed for classes and/or other scheduled on-campus or virtual hours.

No more than eight (8) hours per day will be deducted for leave. Similarly, the hours charged to leave on a given day plus the number of scheduled hours in attendance will not exceed eight (8).

Non-Teaching Faculty

Absences for non-teaching faculty members shall be in accordance with policy sections 04-27 through 04-41.

Adjunct Instructors

See Policy 05-18.

[Link to Mark-Up Policy 05-06](#)



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

<b>TITLE:</b> Teaching Faculty Responsibilities	<b>NUMBER:</b> 05-07
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 12/1/97; revised 1/22/01	<b>PAGE:</b> 1 of 2

Tallahassee Community College faculty are professional educators with the primary responsibility of providing a quality education for TCC students. All TCC faculty members are responsible for fulfilling the following responsibilities in accordance with the philosophy, mission, policies, and procedures of the College.

The responsibilities of teaching faculty may include, but are not limited to, the following:

1. To devote the best professional effort to the primary task of teaching assigned classes by providing a thorough and accurate knowledge of the subject area and by using effective teaching practices.
2. To teach assigned classes at the scheduled time and place.
3. To maintain and report accurate records of attendance and grades when required by state and federal law and college policy and procedures.
4. To assure that a student's grade accurately reflects the student's achievements of the learning outcomes of the course.
5. To provide to students in all classes at the beginning of each term a copy of the instructor syllabus written in accordance with TCC Policy 05-12.
6. To review course objectives and instructional strategies periodically to assure the consistency of each course with the objectives of the College, with the master syllabus for the course, and with the needs of the students.
7. To prepare or revise the master course syllabus for specific courses and to assist in course coordination as needed.
8. To participate in the selection of appropriate course textbooks.

9. To encourage students to make maximum use of the resources of the College, including the Library and Learning Commons and online resources.
10. To maintain office hours in accordance with the schedules developed and approved by the Dean each semester.
11. To participate in the advising process.
12. To develop and implement annual goals including professional growth as written in the individual instruction, professional development, and service (IPS) plan signed by the faculty member and dean or program director.
13. To provide service to the College as specified in the IPS plan.

[Link to Mark-Up Policy 05-07](#)

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

<b>TITLE:</b> Reassigned Time	<b>NUMBER:</b> 05-08
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65	<b>SEE ALSO:</b> 05-08AP 05-09
<b>DATE ADOPTED:</b> 12/1/97; revised 1/22/01; revised 11/26/01	<b>PAGE:</b> 1 of 1

Upon the recommendation of the appropriate dean or program director, or the Vice President for Academic Affairs, the College may reassign a faculty member to a non-instructional assignment for service that benefits the College. This service may include, but is not limited to, serving as program chair, faculty senate chair, or other special program coordinator; developing or extensively revising a program; developing new instructional methods or specialized materials; or piloting an innovative teaching or learning method. Signature approval of the Vice President for Academic Affairs and the President is required.

Reassignments shall be made on an annual basis. Annual written reports shall be submitted to the Vice President for Academic Affairs through the appropriate dean.

When reassigned time is granted in combination with teaching responsibilities, the teaching load can be computed by referring to the teaching load formula (Policy 05-09), taking the mean of the "spread," reducing it by the fraction of released time granted, and reapplying the "spread" to determine the range of the workload. See Procedure 05-08 for formula and detailed procedures.

The faculty member is expected to accomplish the objectives for which the reassigned time was granted by arranging the work schedule above and beyond that required for the teaching responsibilities. Required office hours may be scaled down proportionately. Teaching, office hours, and/or planned released time work schedules must be indicated on the Teaching and Office Schedule form submitted at the beginning of each term.

[Link to Mark-Up Policy 05-08](#)



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

<b>TITLE:</b> Teaching Load	<b>NUMBER:</b> 05-09
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65, 1012.82	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 12/1/1997; rev 3/15/99; rev 1/22/01; rev 5/21/01; revised 11/26/01	<b>PAGE:</b> 1 of 1

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.

Preparations      Contact Hours

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:

- A term only 10 hours 350 Student Contact Hours (SCH)
- B term only 10 hours 350 SCH
- C term only 12 hours 420 SCH
- combination of A and B terms 15 hours 525 SCH  
(maximum 10 in one term)
- combination of A and C terms 12 hours 420 SCH
- combination of B and C terms 12 hours 420 SCH

In cases of combination lecture, lab, and clinicals, faculty members can work a maximum of twenty-two (22) hours in a four day work week. Exceptions must be authorized by the Vice President for Academic Affairs.

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 only one extra class per term, but may teach an extra class and an 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. The approval of the Vice President for Academic Affairs is required for any faculty member assigned a second extra class.

### **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.

[Link to Mark-Up Policy 05-09](#)



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

<b>TITLE:</b> Upgrading of Degree	<b>NUMBER:</b> 05-10
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65	<b>SEE ALSO:</b> 05-10AP
<b>DATE ADOPTED:</b> 12/1/1997; Revised 1/22/01	<b>PAGE:</b> 1 of 1

In the event that a full-time faculty member obtains a higher degree during the course of the contractual year, a new contract recognizing this enhanced status may be written to take effect as of the next available pay period provided that official documentation is provided and the higher degree is judged by the Vice President for Academic Affairs or designee to be beneficial to the existing instructional assignment and related responsibilities. .

[Link to Mark-Up Policy 05-10](#)

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

<b>TITLE:</b> Master Class Schedule	<b>NUMBER:</b> 05-11
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65	<b>SEE ALSO:</b> 05-11AP
<b>DATE ADOPTED:</b> 12/1/1997; Revised 1/22/01	<b>PAGE:</b> 1 of 1

The master class schedule is developed through a cooperative effort of the office of the Vice President for Academic Affairs and the deans. The final adoption and revision of the annual guaranteed schedule rests with the President.

[Link to Mark-Up Policy 05-11](#)

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

<b>TITLE:</b> Master Course Syllabus and Instructor Syllabus	<b>NUMBER:</b> 05-12
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65	<b>SEE ALSO:</b> 05-12AP
<b>DATE ADOPTED:</b> 12/1/1997; Revised 2/21/00; Revised 1/22/01	<b>PAGE:</b> 1 of 1

**A. MASTER COURSE SYLLABUS**

An up-to-date master course syllabus is maintained for each course offered by the College. Copies of this master syllabus are on file in each respective division office and in the office of the Vice President for Academic Affairs.

The master syllabus sets forth the course outline, student learning outcomes, the text(s), and other pertinent features of the course.

The master course syllabus file shall be reviewed and updated annually in a manner to be determined by the Vice President for Academic Affairs.

Elements of the master syllabus are described in Administrative Procedure 05-12AP.

**B. INSTRUCTOR SYLLABUS**

The dean/program director shall provide each faculty member with a copy of the master course syllabus for each course taught, so that the faculty member can prepare the individual course syllabus for each class using the master syllabus as a guide. The instructor must provide the instructor syllabus to all students the first day of class.

The required elements of the instructor syllabus are set forth in Administrative Procedure 05-12AP.

[Link to Mark-Up Policy 05-12](#)



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

<b>TITLE:</b> Enrollment in College Courses	<b>NUMBER:</b> 05-13
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65	<b>SEE ALSO:</b> 05-13AP
<b>DATE ADOPTED:</b> 12/1/1997; Revised 1/22/01	<b>PAGE:</b> 1 of 1

Enrollment in university or college courses during contractual periods is permissible, provided that such course work does not interfere with the regular work of the employee.

Any faculty member seeking reimbursement for college courses must apply through the process established by the College (see Administrative Procedure 04-13AP).

Generally, the equivalent of six (6) semester hours or less will be considered not to constitute interference with one's regular work assignment. Any faculty member seeking to enroll in more than the equivalent of six (6) semester hours of course work shall notify the appropriate dean/ program director prior to enrollment.

[Link to Mark-Up Policy 05-13](#)

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

<b>TITLE:</b> Sabbatical Leave	<b>NUMBER:</b> 6Hx27:05-14
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65	<b>SEE ALSO:</b>  05:14 AP
<b>DATE ADOPTED:</b> 12/1/97; rev. 1/22/01, rev. 10/20/08	

The college recognizes the necessity of maintaining a high caliber of faculty and the importance of the faculty's contribution in delivering quality education. The college recognizes that faculty sabbaticals play an important role in developing and enhancing faculty expertise, thereby supporting faculty excellence in teaching and research. The college also recognizes that a faculty sabbatical is a privilege and should be granted only when it results in adding value to the institution, faculty member and students.

The purpose of the sabbatical leave is to allow faculty to engage in specific planned activities involving academic study, instructional excellence, research and writing of a professional nature, creative or artistic endeavors, or other activities and objectives clearly related to the faculty member's academic discipline and of benefit to the college.

Upon the recommendation of the President, Sabbatical Leave may be granted to full-time faculty on continuing contract who have demonstrated excellence in teaching, professional growth, and service to Tallahassee Community College and the local community.

The procedure for application, approval, and assessment of sabbaticals shall be the responsibility of the President.

[Link to Mark-Up Policy 05-14](#)

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

<b>TITLE:</b> Resignations of Teaching Faculty	<b>NUMBER:</b> 05-15
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 12/1/1997	<b>PAGE:</b> 1 of 1

Full-time teaching faculty member resignations effective the following academic year should be submitted prior to July 1. The President or designee may accept written resignations at any time effective upon their receipt, subject to their approval at the next regular meeting of the Board.

Faculty members who are in good standing and submit a written resignation effective the next academic year, and are scheduled to teach during the summer term prior to the next academic year, will be compensated at the fulltime summer rate of pay.

Faculty members must turn in all grade books covering the last two (2) academic years and leave explicit instructions with their Dean or Program Director for the removal of any assigned "Incomplete Grades."

[Link to Policy Mark-Up 05-15](#)



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

<b>TITLE:</b> Suspension, Dismissal, or Non-Renewal of Contracts	<b>NUMBER:</b> 05-16
<b>AUTHORITY:</b> Florida Statute: <u>1001.64, 1001.65, 1012.855</u> Florida Administrative Code:, <u>6A-14.0411</u>	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 12/1/1997; Revised 1/22/01	<b>PAGE:</b> 1 of 6

Suspension or dismissal of faculty members on either annual or continuing contract shall be conducted subject to the provisions of the State Board of Education Rules and Florida Statutes.

A faculty member on continuing contract shall have the right to a public hearing if dismissed or suspended at any time or if returned to annual contract. A faculty member on annual contract shall have the right to a public hearing only if the contract is terminated before its expiration date.

**A. SUSPENSION**

A faculty member may be suspended by the President or Board of Trustees in accordance with appropriate State Board of Education Rules.

**B. DISMISSAL OR RETURN TO ANNUAL CONTRACT**

In accordance with Florida Administrative Code (FAC) 6A-14.011(5(a)), a faculty member may be dismissed or returned to annual contract status at the discretion of the Board of Trustees upon a recommendation, in writing, from the President. The President shall include in his/her recommendation to the Board, the basis for the recommendation.

Before recommending that a faculty member be dismissed or returned to annual contract because of unsatisfactory performance of assigned duties and responsibilities, the President shall have evidence that the faculty member has been informed of the deficiencies by the dean or the Vice President for Academic Affairs and has been given an opportunity to correct them.

Before recommending that a faculty member be dismissed or returned to annual contract for causes other than unsatisfactory performance of assigned duties and responsibilities, the President shall

consider the gravity of the matter and, if not of a serious nature, shall inform the faculty member of the deficiencies and allow an opportunity to correct them.

Consistent with the criteria in FAC 6A-14.0411(5(b)) and Policy 04-23, a faculty member may be dismissed or returned to annual contract status upon consolidation, reduction, or elimination of a community college program or restriction of the required duties of a position by the Board.

### **C. GROUNDS FOR TERMINATION AT ANY TIME DURING THE YEAR**

The following are considered grave matters that constitute the grounds for termination of employment at any time during the year.

1. Immorality: defined as conduct that is inconsistent with the standards of public conscience and good morals in the district in which the College is located. It is conduct sufficiently notorious to bring the individual concerned or the College into public disgrace or disrespect and impair the individual's service to the College.
2. Misconduct in office: defined as deliberate, persistent, unlawful, or improper conduct by an individual which violates established rules, policies, directives, or guidelines for performing assigned duties; showing the effects of abusive or excessive use by an individual of alcohol or other debilitating intoxicants, drugs, or narcotics on campus; participation by an individual in disruptive activities which interfere with the normal operation of the College; negligent failure of an employee to perform the duties assigned to the individual.
3. Incompetency: defined as an inability or lack of fitness to discharge the required duty as a result of inefficiency or incapacity in one's assigned duties.
  - a. In the determination of what constitutes inefficiency, the Board may consider repeated failure to perform duties; repeated failure on the part of the faculty member to communicate with and relate to students in the classroom to such an extent that students are deprived of minimum educational experiences; or repeated failure on the part of an administrator or supervisor to communicate with and relate to teachers and students under the supervision of the faculty member to such an extent that the programs for which the faculty member is responsible are seriously impaired.
  - b. In the determination of what constitutes incapacity, the Board may consider lack of emotional stability; lack of adequate physical ability; lack of general educational background; lack of adequate command of the area of specialization or job description; or lack of competencies required in the job description.
4. Gross insubordination: defined as constant or continuing intentional refusal to obey a direct order, reasonable in nature, and given by and with proper authority.
5. Willful neglect of duty: defined as deliberate failure of an employee to perform the duties assigned to the employee.
6. Intoxication: defined as that condition which exists when an individual publicly is under the



influence of alcoholic beverages or drugs to such an extent that normal faculties are impaired; or conviction by a court of law; or a finding or legal establishment of guilt on same by a court, regardless of whether adjudication of guilt is withheld, on the charges of drunkenness, driving while intoxicated, or abusive use of drugs or narcotics.

7. Conviction of any crime involving moral turpitude: defined as a crime that is evidenced by an act of baseness, vileness, or depravity in the private, professional, or social duties that a person owes to others or to society in general, contrary to the accepted and customary rules of right and duty between people.

#### **D. NOTICE OF DISMISSAL, SUSPENSION, OR RETURN TO ANNUAL CONTRACT**

The President shall furnish written notice to the faculty member of the recommendation to the Board of the suspension or dismissal or return to annual contract of said faculty member.

The notice of suspension, dismissal, or return to annual contract shall specify the charges made against the faculty member in terms sufficiently specific both to inform and to enable the faculty member to make a determination whether to request a hearing on said charges. The notice shall advise the faculty member of the opportunity to request a hearing on said charges and that said request must be made in writing to the President within ten (10) work days of the receipt of the notice. A copy of these procedures for dismissal shall accompany the notice.

If the faculty member requests a hearing, the President shall notify the Board in writing.

#### **E. REQUEST FOR HEARING**

Within ten (10) work days of receipt of a request for hearing, the Board shall determine who shall hear the charges and shall schedule a public hearing to be held at least fifteen (15) work days after the employee's receipt of the hearing notice.

The Board may determine to hear the charges itself, or may appoint a hearing examiner. The hearing examiner shall be impartial and competent by reason of training and experience. The Board may appoint one of its members as the hearing examiner. If a Board member or a hearing examiner is used in lieu of the Board, the Board member or hearing examiner shall be bound by the same procedures as the Board. If the Board determines to hear the charges, it may appoint one of its members other than the Chair to preside.

The Board shall send a notification to the faculty member and the hearing examiner stating who shall hear the charges advanced by the President.

The Board shall send to the faculty member a notice specifying the date, time, and place of the hearing to be conducted upon the charges advanced by the President. The notice shall contain the specific charges against the faculty member and shall inform the faculty member of the right to be heard in his/her own defense, to produce and cross-examine witnesses, to present other relevant evidence, and to be represented by legal counsel of his/her own choice at his/her own expense. Not later than ten (10) work days before to the hearing, the President and the faculty member shall exchange in affidavit form a



list of the names and addresses of witnesses to be called, together with a brief and accurate statement as to the proposed testimony of each witness, and a like statement as to any other proposed evidence, together with the evidence itself. Each party shall have the right to examine and copy the evidence of the other. The affidavit shall be signed under oath by the parties and their counsel. Any rebuttal witnesses need not be listed.

The hearing shall be conducted in the following manner.

1. The hearing shall be fully and accurately recorded by stenographic or mechanical device and all testimony exhibits shall be preserved.
2. Formal hearings shall in general use the rules of evidence recognized by law in this State, but said rules shall not be strictly applied and shall be adapted to College circumstances when justice may require. No oral or written communications shall be received from anyone other than through the real parties in interest or through their witnesses.
3. Upon the written request of any real party in interest, the presiding member of the Board or hearing examiner shall issue subpoenas *ad testificandum* and *duces tecum* to compel the attendance of witnesses and documents.
4. The Board, Board member, or hearing examiner, upon the hearing of the cause, shall inform the parties of the following rights and privileges and to afford same unto them to assure due process.
  - a. Each party shall have the opportunity to make an opening statement.
  - b. Each party shall have the opportunity to present his case or defense by oral and documentary evidence.
  - c. Each party shall be afforded the opportunity to confront and cross-examine adverse witnesses.
  - d. Each party shall be afforded the opportunity to be accompanied, represented and advised by counsel or to represent himself/herself.
  - e. Each party shall be afforded the opportunity to attain the assistance of the Board or hearing examiner in obtaining the attendance to testify or the deposition of any witnesses and in obtaining any other evidence.
  - f. All witnesses shall be sworn or required to affirm to tell the truth prior to testifying.
  - g. Each party shall be afforded the opportunity to make a final argument and to present findings of fact within a prescribed time.
5. All rulings as to the admissibility of evidence shall be made by the presiding member of the Board subject to objection by any member, any such objection to be determined by the majority vote of the members of the Board.
6. No public statements to news gathering agencies or otherwise as to cases pending before or concluded by the Board or hearing examiner shall be made by any member thereof or by any party to the hearing.



7. The hearing is to determine whether the charges have been sustained by the evidence. The President must bear the burden of proving his charges.
8. The attorney for the Board shall serve as legal advisor to the Board, Board member, or hearing examiner assigned to hear the charge. The attorney's role is that of a procedural and technical advisor. The attorney shall not vote nor participate in the actual deliberations of the hearing body. Upon request, the attorney may assist in preparation of the written findings, conclusions, and recommendations or determination. The Board may appoint an attorney to assist the President in the preparation and presentation of the charges against the faculty member.

The hearing examiner shall effect a thorough and prompt hearing. The Board shall provide the hearing examiner with the time and resources necessary to conduct a fair and impartial hearing. At the conclusion of the hearing, the hearing examiner shall make proposed findings of fact, conclusions of law, and recommendations as to the disposition to be made of the matter involved. The hearing examiner shall make his determination solely upon the evidence adduced at the hearing.

Within ten (10) work days after receipt of such information, the parties shall have the right to submit written objections thereto, which objections shall be delivered to the presiding member for consideration by the hearing examiner. The opposing party may file a reply to the written objection within the time prescribed by the presiding member. An objecting party shall also have the right, upon request, to be heard by the hearing examiner on such objections. After consideration by the hearing examiner of any objections to the proposed findings of fact, conclusion of law, and recommendations, the hearing examiner shall determine the final findings, conclusions, and recommendations. The findings, conclusions, and recommendations, together with all evidence received, and the transcript of the proceedings shall be delivered to the chair of the Board as soon as possible after determination is made, and a copy of the findings, conclusions, and recommendations shall be delivered to each party.

If the matter is heard by a hearing examiner or an individual Board member, the Board shall receive and review the findings, conclusions, and recommendations. The Board may reverse the recommendations and may make its own determination upon the findings and conclusions of the member or hearing examiner; or it may make its own findings and conclusions from the transcript and the evidence if the Board determines that the examiner's findings and conclusions are not supported by competent substantial evidence. The Board may hear oral argument. The chair of the Board shall see that a final determination is rendered at the earliest possible date, but in no event should action be deferred more than thirty (30) work days from the time of receipt of the information from the member or hearing examiner. The Board shall make final findings, conclusions, and a determination.

If the matter is heard by the Board, the Board shall promptly conduct a fair and impartial hearing. At the conclusion of the hearing, it shall make proposed findings of fact, conclusions of law, and determination as to the disposition of the matter involved. The Board shall make its determination solely upon the evidence adduced at the hearing. Within ten (10) work days after receipt of such information, the parties shall have the right to submit written objections thereto to the chair. The opposing party may reply within the time prescribed by the chair. The parties shall have the right, upon request, to be heard by the Board on such objections. After consideration of any objections to its proposed findings, conclusions, and determination, the Board shall determine finally its findings, conclusions, and determination.

Action by the Board shall be final and becomes effective immediately unless otherwise decided by the Board. In the event dismissal charges are sustained by a majority vote of the full membership of the

Board, the faculty member shall be discharged, pay shall cease, and the contract of employment shall be canceled and shall be effective with the date of the dismissal. In the event of suspension, pay shall be withheld as of the effective date of suspension. If the faculty member is exonerated, salary payments shall be retroactive to the date of the suspension.

If the faculty member is under annual contract, the decision of the Board is the final administrative procedure available. If the faculty member is under continuing contract, any such decision adverse to the faculty member may be appealed in writing to the State Board of Education through the Commissioner for review provided such appeal is filed within thirty (30) work days after the decision of the Board and provided further that the decision of the State Board shall be final as to sufficiency on the grounds of dismissal.

[Link to Mark-Up Policy 05-16](#)



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

<b>TITLE:</b> Faculty Grievances and Appeals	<b>NUMBER:</b> 05-17
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65, 1012.855	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 12/1/1997, Revised 1/22/01	<b>PAGE:</b> 1 of 2

The College assures prompt and impartial consideration to complaints which faculty members may have that are a result of their relationship with the College. The grievance procedure is available to both full-time and adjunct faculty members but excludes equity and sexual harassment complaints.

All time frames included in steps two through five of this procedure may be modified with the mutual consent of all parties involved with or affected by the grievance.

**A. STEP ONE: INFORMAL RESOLUTION**

Within ten (10) work days after the action/event, the faculty member should first discuss the problem with the dean. In the absence of the dean, the faculty member should discuss the problem with the Vice President for Academic Affairs.

**B. STEP TWO: FILING A GRIEVANCE**

If the faculty member is dissatisfied with the informal discussion in Step One, the faculty member should present the grievance to the dean in writing no later than ten (10) work days following the failure of informal attempts at reconciliation.

The dean should schedule a meeting with the faculty member in an effort to resolve the grievance within five work days after receipt of the grievance. The dean should provide a written response to the faculty member within (5) five work days after the discussion stating the action to be taken in an effort to resolve the grievance, or should outline the reasons why a satisfactory resolution could not be found.

### **C. STEP THREE: REVIEW BY THE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

If a mutually satisfactory solution cannot be reached between the faculty member and the dean, the faculty member may submit the written grievance to the Vice President for Academic Affairs within five (5) work days from the receipt of the dean 's response to the grievance. If the faculty member fails to grieve the disposition of Step One within the specified time limit, the disposition shall be considered resolved and binding on the faculty member and the College. The Vice President for Academic Affairs should respond to the grievance in writing within ten (10) work days after receipt of the grievance.

### **D. STEP FOUR: APPEAL TO THE PRESIDENT**

If the decision of the Vice President for Academic Affairs is unsatisfactory to the faculty member, the faculty member may file a written notice of appeal to the President within five (5) work days after receipt of the decision of the Vice President for Academic Affairs. The President may render a decision or have the matter reviewed by a committee established for this specific case.

If a grievance committee is to be established, the President shall select faculty members, students, and staff from specific units of the College sufficient to comply with the College's Equity Plan of having male, female, and minority representation on all College committees. The specific list of eligible members shall be provided by the Office of Academic Affairs upon the request of the President.

The Grievance Committee shall review documentation regarding the case and shall submit a written report and recommendation to the President within ten (10) work days after the conclusion of the committee review process.

The President shall render a decision based upon the record or may call witnesses as necessary.

### **E. STEP FIVE: APPEAL TO THE DISTRICT BOARD OF TRUSTEES**

Should the faculty member not find satisfaction in the President's decision, the faculty member may request that the President present the grievance and the dispositions made at each step to the District Board of Trustees for their review. This appeal to the Board must be made within ten (10) work days after the receipt of the President's decision. Should the faculty member wish to address the Board regarding the grievance, the appeal must so indicate, and the request will be included on the next available Board agenda.

The decision of the Board shall be made on the record and shall be final.

[Link to Mark-Up Policy 05-17](#)



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

<b>TITLE:</b> Adjunct Instructors	<b>NUMBER:</b> 05-18
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 12/1/1997, Revised 1/22/01	<b>PAGE:</b> 1 of 1

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 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.

## **F. GRADE BOOKS**

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

[Link to Mark-Up Policy 05-18](#)

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

<b>TITLE:</b> Substitutes	<b>NUMBER:</b> 05-19
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 12/1/1997, Revised 1/22/01	<b>PAGE:</b> 1 of 1

When a faculty member is absent, a substitute may be secured by the dean/program director or designee. Faculty members are expected to provide a detailed lesson assignment for the substitute.

If a qualified substitute is not available, other faculty members may be called upon to cover classes during free periods for one day.

Salaries for substitutes will be according to the rate adopted by the Board in the current Salary Schedule.

[Link to Mark-Up Policy 05-19](#)