North Florida College

Faculty Maximum Credit Hour Load Procedure

Updated 8/26/24

North Florida College’s (NFC) Full Time Faculty Load is determined by Florida Statue 1012.82 and North Florida College Board of Trustees Policy 2.07.

North Florida College Full Time Faculty are required to teach a minimum of 15 classroom contact hours per week. The required classroom contact hours per week for full time faculty “may be reduced upon approval of the President in direct proportion to specific duties and responsibilities assigned the faculty member by his or her department chair and the Chief Academic Officer.”

* If a full time faculty member’s teaching hours are less than 15 classroom contact hours for the fall or spring term, the faculty member must obtain approval in writing with a justification for the reduced contact hours from the Vice President of Academic and Students Affairs.

As needed, the Associate Dean of Academic Affairs may contact a full time faculty member or adjunct employee of North Florida College to teach a section of a course in addition to their scheduled courses for the term.

* Adjuncts may teach a maximum of 9 credit hours per term.
* Full time faculty will receive an overload for any courses/credit hours beyond the required 15 credit hours for load.

For full-time faculty overloads, instructors may teach up to two additional courses (6-8 credit hours) beyond the required 15 credit hours for load with permission from the Associate Dean of Academic Affairs. Any additional courses/credit hours must be approved by the Vice President of Academic and Students Affairs.

* If an instructor is teaching a load total of 21 or more credit hours per term, the department chair should actively begin searching for an adjunct to teach the additional course sections.