

## **6Hx19-2.30 DUTY HOURS FOR INSTRUCTIONAL PERSONNEL**

The purpose of this Board Rule is to establish policy regarding the duty hours for instructional personnel.

The following policies shall govern duty hours for Instructional Personnel:

1. Each faculty member employed on a full-time basis must be on duty each duty day in a given term except for approved leave, for a minimum of 30 hours per week. This time excludes any extra pay courses. Duty days may vary among faculty based on their instructional assignments and office hours as approved by their administrative supervisor. Instructional and office hours will be established at times to ensure optimal availability and accessibility by faculty to their students.
2. Each full-time faculty member is required to schedule a minimum of 15 hours a week for instruction and a minimum of 10 hours a week for office hours with an additional five hours per week reserved by the faculty member for such activities as student appointments, committee meetings, and College activities.
3. Faculty are required to post a copy of their approved schedule on their office door and online.
4. For each course taught, an adjunct faculty member is required to be available to students for the purpose of academic assistance for a minimum of one hour per week immediately before or after class, or by appointment.

Rule Adopted: 8/25/75; 11/19/79; 6/15/81; 10/21/85; 11/16/87;  
11/20/89;

Effective Date: 6/18/91; 9/17/91; 5/16/95; 5/19/98; 9/21/04; 11/18/08  
10/7/75; 11/19/79; 6/15/81; 10/21/85; 11/16/87;  
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Reviewed: President's Administrative Leadership Team – Non-Substantive/Editorial:  
6/11/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References: Florida Administrative Code: 6A-14.0491

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(8)(18)(43)(44);  
1001.65 (1)(3)(16)(23)

Proposer: Jesse Pisors, President