

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. The workweek of a full-time instructional faculty member shall be thirty hours per week, excluding time for any extra pay courses. Each faculty member employed on a full-time basis must be on duty each duty day in a given term except for approved leave. Duty days may vary among faculty based on their instructional assignments and office hours as approved by their administrative supervisor. The equivalent of 15 hours per week shall be spent in course instruction. 10 hours per week shall be spent in office hours, or a number needed to bring the total hours spent in instruction and office hours to 25 per week, whichever is less. The remaining hours may be used to fulfill instructional and programmatic obligations as outlined in this Article, or for participati campus, or of the College itself. For post-secondary adult vocational or technical credit faculty member, a minimum of 20 hours per week for instruction and a minimum of 10 hours per week for office hours and for such activities as student appointments, committee meetings, and College activities is required.
2. Faculty are required to post a copy of their approved schedule on their office door and online.
3. 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; 6/18/91; 9/17/91; 5/16/95; 5/19/98; 9/21/04;
11/18/08; 8/7/25

Effective Date: 10/7/75; 11/19/79; 6/15/81; 10/21/85; 11/16/87;
11/20/89; 6/18/91; 9/17/91; 5/16/95; 5/19/98; 9/21/04;
11/18/08; 8/7/25

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: Eric Hall, President