

6Hx19-2.30 Duty Hours for Instructional Personnel

This Board Policy establishes the duty hours for instructional personnel.

The following policies govern duty hours for Instructional Personnel:

1. The work week of a full-time instructional faculty member shall be thirty-five (35) 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 fifteen (15) hours per week shall be spent in course instruction. Ten (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 twenty-five (25) per week, whichever is less. The remaining ten (10) hours may be used to engage in campus and College activities, grading and class preparation, or professional development activities.
2. A regular schedule of office hours shall be made available in writing to the faculty member's students and supervising administrator by Friday prior to class start date each semester. Each faculty member shall maintain and post scheduled office hours in a conspicuous place at or near the faculty member's office door. The faculty member shall have the right to amend his or her regular schedule of office hours until the end of the first week of classes. Any deviations from the regular schedule shall be made known to the faculty member's students as soon as is practicable and provided to their supervisor.
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 Initially Adopted: 8/25/75

Policy Review History: 8/25/75; 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; 4/21/26

Legal Authority:

General Authority: FS: 1001.64; 1001.65

Other References: FAC: 6A-14.0491

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