

NORTHWEST FLORIDA STATE COLLEGE
Policy Number 6Hx17-5.101

TITLE	INSTRUCTIONAL OBLIGATIONS
REFERENCE	FS 1012.82; SBR 6A-14.0491
HISTORY	Florida Statute Revised 2002 SBR Rule 6A-14.0491, new 2004 Local Language Revised May, 1988

6A-14.0491 Instructional Personnel – Availability to Students.

Each community college board of trustees shall establish a policy on the availability of instructional personnel to students. The policy shall require full-time instructional faculty to schedule a minimum total of twenty-five hours per week for classroom contact hours and office hours as adjusted for assignments during non-traditional academic terms and non-traditional delivery. The policy shall require that the schedule of these hours to be publicly posted. Full-time instructional faculty shall be available to students during these posted hours according to the policy of the local board of trustees. Part-time faculty shall be available to students as prescribed by board policy.

Specific Authority: 1001.02(9), 1001.64(18) FS. Law Implemented 1001.64(18 FS. History. New

Local Language

Individual daily schedules shall be established jointly each semester by each full and part-time instructor in cooperation with his or her department chair (with the appropriate dean/vice president in the case of department chairs) as follows:

Full-time Instructors

Sufficient time to constitute the instructor's full-time obligation consisting of a minimum of 34 scheduled hours per week shall be distributed appropriately throughout each week, and according to SBR Rules, such schedules shall contain as a minimum a combined total of 25 classroom contact hours and posted office hours available to students each week. The remaining 9 hours weekly which relate to a basic teaching load may be devoted to any combination of scheduled office hours, obligations for committee work, department meetings, general or specific faculty meetings, class preparation, special occasion obligations, etc. at the most appropriate location(s).

During these hours which constitute a full-time obligation to the College, the instructor shall be conveniently and promptly accessible to students for assistance and advisement and to other College personnel for general conduct of College business.

Part-time Instructors

All part-time instructors, including full-time instructors teaching classes on a supplemental load basis during the fall, spring, and summer, shall schedule time outside of class for advising students. Such time shall, if feasible, be immediately prior to or following the scheduled class(es) and at the same teaching location.

During the scheduled class and advising times, instructors shall be conveniently and promptly accessible to students for assistance and advisement and for general conduct of College business.