



Northwest Florida State College

TITLE: INSTRUCTIONAL OBLIGATIONS

AUTHORITY: [FS 1012.82](#); [SBR 6A-14.0491](#)

SEE ALSO: [Click here to enter text.](#)

DATE ADOPTED: [Click here to enter a date.](#)

NUMBER OF PAGES: 1

REVISIONS: January, 2013

SIGNATURE OF BOARD SECRETARY:

PURPOSE OF POLICY

To identify full and part-time instructor teaching and availability obligations.

Local Language

Per [FS 1012.82](#) and [SBR 14.0491](#), 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.

