ARTICLE 8

FACULTY WORKING CONDITIONS

8.1 – Responsibilities

A. Instructional Faculty Members

1. Primary Responsibilities

The primary responsibility of an instructional faculty member is to educate students. To be in compliance with the requirements of the Southern Association of Colleges and Schools (SACS) and accrediting agencies, each instructional faculty member must satisfy the minimum certification requirements established by these agencies as more fully provided in Article 6, Section 6.24 of this Agreement. The Administration shall provide the necessary support services and personnel to enable each instructional faculty member to perform his responsibilities, which shall include the following:

a. In accordance with the laws of the State of Florida, a full-time faculty member must teach a minimum of fifteen (15) classroom contact hours per week for the College. A clinical or lecture contact hour consists of a regularly scheduled activity for fifty (50) minutes in a course of instruction approved by the Board. A course must meet a minimum of seven hundred and fifty (750) minutes per credit hour per term. A faculty member’s workweek shall not exceed five consecutive calendar days, unless waived by the faculty member.

b. Except as hereinafter provided for accredited Health Sciences, a full time faculty member will be awarded a Basic Year Contract. The Administration will notify each faculty member by April 1 whether the next contract will be a Basic Year (nine month), a College Year, or Twelve Month Contract for the following academic year(s). (Except where faculty member is seeking tenure, the notice date shall be consistent with Article 6.16.)

An instructional faculty member who is offered and accepts a College Year contract shall be required to teach 150 load points (or its equivalent) during two terms and 120 load points (or its equivalent) each third term, for a total of 420 load points.

An instructional faculty member who is a Basic Year Nine-Month Contract shall be required to teach 150 load points (or its equivalent) during the Fall Term and 150 load points (or its...
equivalent) during the Spring Term. In accredited Health Science programs, the College reserves the right to require employees on a basic year contract to teach at 1.5 times the overload rate during the summer, or part thereof. In order to insure that program accreditation staffing requirements are met during the summer term, the Dean, after communicating with the Nursing Program faculty members, may assign teaching responsibilities to nursing faculty members who have already satisfied their duties under the Basic Year contract. Assignments will be offered to faculty based upon seniority. If enough fully qualified faculty members do not request a summer assignment, then the Dean may make teaching assignments to the fully qualified faculty members based on lowest seniority first. The teaching responsibility will be communicated to the faculty members by the second week of Spring Term. A full-time instructional faculty member who is offered and accepts (or in Health Sciences who has been assigned) a College Year or a Twelve-Month Contract will perform the tasks assigned and be compensated as set forth in Sections 2.8(B) or 2.8(C), respectively.

c. The College will schedule two major instructional semesters – Fall and Spring. Within each of these semesters, the Administration may utilize scheduling variations as one-week courses, five-week courses, seven-week courses, ten-week courses, weekend courses or any similar scheduling variations. The College may schedule classes of varying length during the summer.

d. Instructional faculty members shall be required to attend no more than five (5) in-service days per year under a Basic Year Contract and no more than six (6) in-service days under a College Year Contract. An in-service day is a district-wide contractual day of service scheduled on a non-teaching day.

e. Each faculty member shall post and maintain two office hours per week for each thirty (30) load points, or major part thereof. At least one-half of the office hours must be in minimum increments of thirty (30) consecutive minutes over a period of not less than four (4) days. The other office hours may be held in fifteen (15) minute increments. If held in the classroom between classes, the faculty member must be assigned to that classroom during the class time immediately before and after the office quarter hour. Each faculty member shall be available for one additional office hour by appointment for each thirty (30) overload points or major part thereof. An office hour is a designated hour when an instructor will be available for one-on-
one consultations with students in a non-class setting. The availability and location of these office hours shall be made known to the students in writing by the end of the second week of classes. If the location is to be at any place other than the faculty member’s office or in a classroom between classes, the faculty member and the immediate Supervising Dean will agree upon the location. The faculty member must provide his immediate Supervising Dean with a copy of his written office hour schedule as early as possible, but not later than the end of the second week of classes. In exceptional circumstances, the immediate Supervising Dean may allow deviations from the four-day requirement. If a student must schedule an appointment at a mutually agreeable time other than during a scheduled office hour, the faculty member may post a notice to students, with a copy to the Dean, that the faculty member has cancelled equivalent office hours during that week.

(1) All faculty members may schedule up to a maximum of five (5) hours of office time on-line.

f. A faculty member shall participate with other faculty members in his discipline to develop, revise and implement a course or program.

g. Each faculty member shall be responsible for maintaining records, preparing for classes, grading papers, evaluating textbooks, and maintaining professional competence.

h. Each faculty member shall attend academic curriculum cluster meetings as scheduled by at least five (5) working days’ prior notice, unless the faculty member has a previously scheduled College or academic related commitment, or a medical appointment, or is on approved leave.

2. Other Professional Responsibilities

a. Each faculty member shall attend all required scheduled district wide meetings, campus-wide meetings and those area meetings pertaining to College matters called by an immediate Administrative Supervisor, unless on an approved leave or with authorization from his immediate Administration Supervisor or the Campus President. The Administration shall use best efforts to provide the faculty member with sufficient notice prior to scheduled meetings. The Administration recognizes that regularly scheduled work assignments that may interfere with the faculty member’s attendance constitute authorized leave form from attending such meetings. On
designated in-service days, a faculty member shall engage in professional activity(ies) that are approved by the Administration.

b. Each faculty member shall instruct students in conformance with the material listed in the discipline-approved course profiles and as defined by the College catalog course descriptions. The faculty member shall present the course content in such a manner as to provide students with an opportunity for success. In addition, an instructional faculty member shall respect and encourage the germane expression of opinions by students. If a student requests special consideration based upon disabilities, the faculty member will refer the student to the Office of Services for Students with Disabilities. When presented with documentation issued by that office, the instructional faculty member will endeavor to provide the instruction needed within the normal class setting, or, where necessary, request the services of a specialist. If deemed advisable, the instructor shall advise the disabled student to consult with the faculty member’s immediate Administrative Supervisor for assistance in obtaining an acceptable course substitution as provided for by the laws of the State of Florida.

c. Each faculty member shall develop a syllabus and distribute it to students by the end of the second week of class. The syllabus shall include the following: course title, course prefix, credit hours, instructor name, instructor office hours and location, telephone number, course meeting time, course description, textbook requirements, grading/examination system, attendance policy, instructional methodologies (e.g. lecture, audio visuals, small group discussions, quizzes, etc.), course objectives (a brief statement of expected outcome the student should achieve by the end of the term), tentative lecture/course schedule, and other requirements as needed by the individual instructor.

d. Each faculty member shall review the results of any student course evaluations at the conclusion of each term for the purpose of self-improvement and course updates.

e. Each faculty member shall self-evaluate his performance at the conclusion of each term for the purpose of self-improvement. This evaluation is for the faculty member’s information only.

f. At the end of each academic term, each faculty member shall submit to his immediate Administrative Supervisor a written
statement listing the faculty member’s professional contributions to the institution and certifying that he has met all of his scheduled classes and posted office hours except when on approved leave.

g. In accordance with the needs of the College, occasionally it may be necessary for the Administration to assign a faculty member in his discipline to any campus or center. However, the Administration shall minimize travel time for multi-campus assignments, and such travel will be subject to Article 8.14, *Travel Expenses*.

h. It is the responsibility of the Administration to assign faculty to both day and evening classes to meet the needs of students. When it is necessary for the Administration to assign a faculty member evening classes in his/her discipline, the assignment must be within an eight-hour period in a given day. If assigned evening classes, there will be a period of twelve (12) hours between the end of the evening class and the beginning of the next day’s assignment. However, a faculty member may request to waive these requirements.

i. The Administration may request that a faculty member sponsor a student club or organization and/or serve on a committee, either of the faculty member’s choice or by mutual agreement with his immediate Administrative Supervisor.

j. Faculty members are expected to participate in College and educational committees, community groups and professional organizations.

k. The faculty member shall promptly report missing, inoperative or dangerous equipment, furniture or facilities to his immediate Administrative Supervisor, the Campus President or Security. The Administration shall promptly respond insofar as possible.

l. If a student requests assistance, placement testing or counseling, the faculty member shall refer the student to the Student Services Department at the campus.

m. A faculty member shall respond to reasonable written, email, or oral requests for information from the Administration within seven (7) calendar days following the request and shall attend a scheduled meeting(s) to explain the information, if requested, unless the faculty member has a previously scheduled College or academic related commitment, a medical appointment, or is on approved leave or is not working during the term.
n. The College may require an instructional faculty member assigned to programs involving affiliates or off-campus sites to work on a Board-approved holiday on days that are established by the affiliate or other off-campus entity. However, the Administration will work with such affiliates and off-campus sites to schedule such assignments on College workdays. The Administration will endeavor to have a faculty member’s Basic Year Contract in-load assignments on one calendar of duty days not to exceed 158 days for a Nine (9)-Month Contract. However, a faculty member on a Basic Year Contract whose contractual days are so adjusted shall receive a period of at least six (6) consecutive weeks each contractual year in which he is not on duty.

o. Each faculty member shall be required to participate in graduation exercises unless he has a College work schedule conflict or he is excused in advance by the Campus President.

p. Beginning in the Spring Term of 2002, goals and their measurement for the following year will be mutually discussed and agreed to by the Supervising Dean and the faculty member. Beginning in the Fall Term of 2003, the faculty self-assessment will review completion of the previous year’s goals and provide documentation for the attainment of each goal.

B. Library Faculty

1. Primary Responsibilities

The primary responsibility of a library faculty member is to engage in activities directly related to the library. To be in compliance with the requirements of the Southern Association of Colleges and Schools and other accrediting agencies, each library faculty member must satisfy the minimum certification requirements established by these agencies. The Administration shall provide the necessary support services and personnel to enable each library faculty member to perform his responsibilities, which shall include the following:

a. A full-time library faculty member shall be required to work the hours assigned by the Dean to perform Library duties. A library faculty member’s workweek shall not exceed five consecutive calendar days unless waived by the faculty member.