



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> ROLE AND RESPONSIBILITIES OF TEACHING FACULTY	<b>Number:</b> 4.04	<b>Page:</b> 1 of 3
<b>Legal Authority:</b> Florida Statutes 1001.02, 1001.64, 1012.82 FAC 6A-14.041	<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>Board Adoption/Revision Approval          Dates:</b> 9/3/80, 10/19/88, 5/23/00, 10/22/02, 5/31/11	

### ROLE AND RESPONSIBILITY

Education is a continuous process which enables learners to experience ideas and to express themselves freely, creatively and responsibly in a healthy and caring environment which offers a variety of options and opportunities for active participation in the learning process.

To this end, the CF teaching faculty role shall include respect for students and acceptance of their uniqueness, responsiveness to student needs, the empowering of individuals with responsibility for lifelong self-direction, and the establishment of high standards for demonstration of learning in pursuit of goals.

#### Responsibility Definitions:\*

Teaching. Responsibility for teaching shall include planning and preparation of course content and curriculum and effective methodologies of instruction and assessment for the enhancement of learning.

Professional Development. Responsibility for professional development shall include maintaining expertise in field of study and teaching pedagogy, involvement in college governance, and active participation in professional organizations.

College Service. Responsibility for college service shall include participation in enrollment management activities and sharing of professional expertise with colleagues and students beyond the classroom.

Service to Students. Responsibility for service to students shall include course and career guidance, support of student activities and mentoring, while fostering a love of learning.

Public Service. Responsibility for public service shall include providing exchange of professional ideas and expertise to community and private agencies without gratuity.



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### **WORKLOAD**

#### Teaching

State statute requires that each full-time teaching faculty member shall teach a minimum of 15 classroom contact hours per week. A classroom contact hour consists of a regularly scheduled classroom activity of not less than 50 minutes in a course of instruction which has been approved by the District Board of Trustees.

\*A more detailed list of the responsibility categories will be maintained by the Chief Academic Officer.

To determine a normal workload, the sum of semester credit hours (SH) and contact hours (CH) shall be between 28 and 32. The contact hours shall be at least 15. However, the appropriate Vice President may, in special situations, certify an instructor as full time and possessing a normal workload when the sum of semester hours plus the sum of the contact hours is less than 28 and the contact hours are at least 15.

Normal workload for full-time faculty teaching vocational clock hour classes is 30 contact hours per term. When class periods overlap, only one contact hour will be counted.

Directed, individualized study class will not be counted as part of the regular faculty workload.

#### Office Hours

In order to be available to students, full-time teaching faculty shall keep a minimum of 10 office hours per week; adjunct faculty shall keep a minimum of one office hour per week for each course instructed.



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### Other Professional Responsibilities

Other professional responsibilities of teaching faculty will be routinely reported as part of the annual performance review process. The amount of time devoted to categories other than classroom teaching (professional development, college service, service to students, public service) will vary depending on the needs of the college and the strengths and interest of the faculty member, but it is generally expected that full-time teaching faculty will be involved in college-related activities for 10 hours per week. Such activities may include, but are not limited to, curricular and course development, committee meetings, course preparation, grading assignments, department meetings, mentoring students and advising clubs and organizations, among others.

### **POSTING SCHEDULES**

Schedules showing classes and office hours must be posted by teaching faculty each semester. The schedules must be maintained and will be subject to state audit.