

College Operating Procedures (COP)



Procedure Title: Faculty Released Classes
Procedure Number: 03-1107
Originating Department: Provost/Vice President of Academic Affairs

Specific Authority:

Board Policy n/a
Florida Statute 1012.82
Florida Administrative Code n/a

Procedure Actions: Adopted: 06/01/10; 02/15/11

Purpose Statement: The purpose of this policy is to provide for the programmatic and curricular needs of the College by creating time when full-time faculty under contract can work on College initiatives.

Guidelines:

The needs of the College that require faculty release from classes are indentified by the Vice President of Academic Affairs.

Procedures:

Florida Statute 1012.82 requires each full-time member of the teaching faculty at any institution under the supervision of the Division of Community Colleges of the State Department of Education to teach a minimum of 15 classroom contact hours per week. However, the required classroom contact hours per week may be reduced in direct proportion to specific duties and responsibilities assigned the faculty member.

For purposes of implementing this “released class” provision permitted by the statute, the following procedure shall apply:

The supervisor of the faculty member will forward to the Vice President, Academic Affairs, a memo describing the administrative assignment requested, the number of released hours proposed, a copy of the faculty load for that professor, and other information the supervisor may find relevant. Please highlight or mark the class you are requesting to be released. If approved, a copy of the approved arrangement will be forwarded to the Office of Human Resources for presentation to the District Board of Trustees. If approved, a copy will be placed in the faculty member’s file.