

College Operating Procedures (COP)



Procedure Title: Faculty Reassignment Time
Procedure Number: 03-1107
Originating Department: Academic Affairs

Specific Authority:

Board Policy: 6Hx6: 5.02
Florida Statute: 1012.82
Florida Administrative Code: 6A-14.0411

Procedure Actions: Adopted: 06/01/2010; 02/15/2011; 11/27/2018; 02/17/2020; 02/15/2025

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 required classroom contact hours per week may be reduced in direct proportion to specific duties and responsibilities assigned the faculty member.

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 “reassignment time” provision permitted by the statute, the following procedure shall apply:

The supervisor of the faculty member will forward to the VPAA, 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. Any reassigned time duties and compensation must be reviewed and supported by the VPAA and Florida SouthWestern State College Faculty Federation leadership, before implementation. Upon approval a copy will be placed in the faculty member’s human resource file.