TITLE: Non-Teaching Days

NUMBER: 05-05

AUTHORITY:
Florida Statute: 1001.64, 1001.65
Florida Administrative Code:

SEE ALSO:
• Administrative Procedure 5-05AP:
  Non-Teaching Days

DATE ADOPTED: 12/1/97; Revised 1/22/01, 11/22/10

The Academic Calendar of the College contains a number of faculty work days on which teaching faculty members perform non-teaching assignments. These non-teaching days will be devoted to student advisement, registration, committee meetings, division meetings, in-service training, specific assignments as authorized by deans or program directors, as well as faculty preparation for teaching and other contract responsibilities.

Teaching faculty must report to campus for required activities appropriate to their position responsibilities as specified by the dean or program director, Vice President for Academic Affairs, President, or other authorized authority.

Faculty must be available by phone or email on these days but need not be on campus except for required activities as described above. Faculty who cannot be available as required on campus by phone or by email must take the appropriate leave.