

PROCEDURE

SUBJECT	PROCEDURE: WEEKLY HOURS FOR FACULTY	PAGE
		P2.141-1
LEGAL AUTHORITY	P6Hx23-2.141	4/27/15 Revision #15-4

P6Hx23-2.141 PROCEDURE: WEEKLY HOURS FOR FACULTY

To promote student success, faculty ensure appropriate time on campus for out-of-classroom support, preparation for instruction, curriculum development, involvement with College/campus committees, other important College/campus activities, and professional development. Most faculty will spend considerably more time than that which is required to teach their classes effectively.

- I. Full-Time Faculty Total Weekly Hours – Definition: Total weekly hours include course instruction time and non-instructional time including on-campus office hours, along with time spent on-campus and off-campus working on college-related business such as meetings, committee work, curriculum development, clinical/internship supervision, moderating student clubs, attending faculty meetings, travelling between campuses and other similar activities.
- II. Scheduling Courses and Office Hours

Full-time faculty should be available for course assignments Monday through Friday at any time during the normal day or evening hours.

For fall and spring terms, faculty (not including academic department chairs) can elect up to 5 virtual office hours from the total weekly hours. For summer term, 36 ECH faculty can elect up to 2 virtual office hours while 42 ECH faculty can elect up to 3 virtual office hours.

For all terms, all faculty can elect 1 virtual teaching hour for each ECH for an online class in base as well as virtual teaching hours representing half of the ECH for blended classes in base.

Non-instructional time may include any college-related activities mentioned above with the exception of course instruction time. Weekly hours (including virtual hours) should be approved by deans/program administrators and must be posted on the syllabi and instructor pages no later than one week before the first day of classes and on office doors no later than the end of the first week of each semester.

PROCEDURE

SUBJECT	PROCEDURE: WEEKLY HOURS FOR FACULTY	PAGE
		P2.141-2
LEGAL AUTHORITY	P6Hx23-2.141	4/27/15 Revision #15-4

Faculty should place a note on their door when they are away from the office during office hours. For extenuating circumstances only, full-time faculty may reschedule up to 4 hours of office time weekly, providing that the time is made up on campus within one week (seven days), that the administrative office is notified, and that a note to students appears on the office door. For any absence in excess of 4 hours or for any sick leave in excess of 2 hours, faculty should request leave time from their dean/program administrator.

30 ECH (15-15-0)		
	Fall	Spring
Total weekly hours	30	30
Range of total campus hours per week (based on instructional modality)*	10-30	10-30
Required number of days to be on campus**	4	4
Maximum virtual office hours	5	5

36 ECH (15-15-6)				
	Fall	Spring	8-week summer	10-week summer
Total weekly hours	30	30	22.5	18
Range of total campus hours per week (based on instructional modality)*	10-30	10-30	14.5-22.5	10-18
Required number of days to be on campus**	4	4	3	3
Maximum virtual office hours	5	5	2	2

PROCEDURE

SUBJECT	PROCEDURE: WEEKLY HOURS FOR FACULTY	PAGE
		P2.141-3
LEGAL AUTHORITY	P6Hx23-2.141	4/27/15 Revision #15-4

42 ECH (15-15-12)				
	Fall	Spring	8-week summer	10-week summer
Total weekly hours	40	40	40	40
Range of total campus hours per week (based on instructional modality)*	20-40	20-40	20-40	20-40
Required number of days on campus**	4	4	3	3
Maximum virtual office hours	5	5	3	3

36 ECH (18-18-0)		
	Fall	Spring
Total weekly hours	36	36
Range of total campus hours per week (based on instructional modality)*	13-36	13-36
Required number of days to be on campus**	4	4
Maximum virtual office hours	5	5

Faculty Academic Department Chairs (9-9-6)	
	All sessions
Total weekly hours	40
Range of total campus hours per week (based on instructional modality)*	35-40
Required number of days to be on campus**	5
Maximum virtual office hours	0

PROCEDURE

SUBJECT	PROCEDURE: WEEKLY HOURS FOR FACULTY	PAGE
		P2.141-4
LEGAL AUTHORITY	P6Hx23-2.141	4/27/15 Revision #15-4

*The off-campus virtual teaching hours for online and blended in base for faculty academic department chairs cannot exceed 5 hours per week (1 hour per day).

**At the dean/program administrator's discretion and based on the student needs of the department, full-time faculty with 30 ECH, 36 ECH, or 42 ECH contracts whose on-campus courses meet fewer than 4 days per week (or 3 days in summer) may satisfy the on-campus hours requirement over 3 days per week in fall and spring and 2 days a week in the summer.

III. Supplemental Contracts – Full-time Faculty:

Total work week hours increase when faculty teach face-to-face or blended courses for supplemental pay. The increase in hours is equivalent to the time spent on the face-to-face portion of these courses. While no additional non-instructional hours are required for supplemental courses, full-time faculty should ensure that office time is available for students. This may be accomplished within the normal office hour schedule that the faculty member already has established.

Summary Table for Supplemental Contracts				
Contract Type -	(15/15/6)	(15/15/0)	(18/18/0)	15/15/12)
Session I	6 ECH	6 ECH	3 ECH	6 ECH
Session II	6 ECH	6 ECH	3 ECH	6 ECH
Session III	9 ECH	9 ECH	15 ECH	3 ECH
Total	21 ECH	21 ECH	21 ECH	15 ECH

IV. Excess ECH in Base Contract – Full-time Faculty:

PROCEDURE

SUBJECT	PROCEDURE: WEEKLY HOURS FOR FACULTY	PAGE
		P2.141-5
LEGAL AUTHORITY	P6Hx23-2.141	4/27/15 Revision #15-4

Full-time faculty with extra ECH in their base contract should add the equivalent number of contact hours to their total weekly hours.

V. Off-Campus Travel – Full-time Faculty:

When full-time faculty must regularly travel between the College and an off-campus but in-district clinical, work experience, committee work, or cooperative education site on the same day, travel time will be credited as part of the total weekly hours and should be stated as such in office schedules. Out of district travel to clinical, work experience, or cooperative education sites will be covered by Travel Authorization Requests (TARs) and will not necessarily be posted as office hours but will count as non-instructional hours for that week.

VI. Student Access to Adjunct Faculty

While no specific office time is required of adjunct faculty, these faculty must clearly indicate how students will have out-of-class access to the instructor. Adjunct faculty are responsible for notifying the academic chair or program administrator of any absences from class.

VII. The total average weekly hours of Adjunct instructors who are working as non-budgeted employees may not exceed an average of 29 hours per week, when combining all jobs/assignments.

Adjunct faculty must determine specific methods to interact with students outside of class hours. These methods must be clearly outlined in each instructor's syllabus. These methods might include scheduling meetings before and/or after class, scheduling individual appointments at other times, email, chat rooms and other appropriate methods as approved by the program director.

Adjunct faculty shall receive compensation based upon the adjunct/supplemental salary schedule.

VIII. Determining Adjunct Clock Hours

PROCEDURE

SUBJECT	PROCEDURE: WEEKLY HOURS FOR FACULTY	PAGE
		P2.141-6
LEGAL AUTHORITY	P6Hx23-2.141	4/27/15 Revision #15-4

Adjunct "Clock Hours" shall be defined as the number of hours adjunct faculty are deemed to have worked for purposes of the applicability of the Affordable Care Act. This calculation is not a determination of hours worked for purposes of compensation or remuneration. Compensation is calculated based on the St. Petersburg College Classification and Salary Schedule.

The total number of clock hours are calculated in accordance with the Patient Protection and Affordable Care Act.

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