

ARTICLE 10: FACULTY DUTIES AND RESPONSIBILITIES

10.1. Intent and Overview

- A. The primary responsibility of bargaining unit members is to educate students. To be in compliance with the requirements of the College's accrediting agencies, each bargaining unit member must satisfy the minimum credential requirements established by these agencies as more fully provided elsewhere in this Agreement.
- B. The professional duties and responsibilities of bargaining unit members are comprised of scheduled as well as non-scheduled activities. Bargaining unit members are committed to teaching and the development of students, although their actual roles and responsibilities may vary by discipline and/or course. The College and the Union recognize that while bargaining unit members' instructional activities and office hours are scheduled at specific times and places, they may arrange and perform other work activities at flexible times and places as needed and determined by the bargaining unit member provided such arrangements do not conflict with student needs or College policies and procedures.

10.2. Workweek/Workday

- A. The basic expected workload for bargaining unit members is thirty-five (35) hours per week over five (5) calendar days for two sixteen (16) week semesters plus two (2) in-service days each semester for a total of 164 scheduled work days each academic contract year. Members should be engaged in the professional activities and obligations as identified in paragraph 10.2, C below during these times.
1. A bargaining unit member's work year shall not exceed 164 workdays as identified by the approved Academic Calendar. The bargaining unit member may waive this requirement, provided that additional workdays beyond the standard 164 days shall be paid based on a proration of the bargaining unit member's base salary. Additionally, newly hired bargaining unit members will be required to work one (1) additional day prior to the start of their first academic year for New Faculty Orientation, for which they shall be compensated based on a proration of their base salary.
 2. A bargaining unit member's scheduled workweek shall not exceed five (5) consecutive calendar days, unless waived by the member or as may be required for student or programmatic needs.
 3. A bargaining unit member's workday shall not exceed seven (7) consecutive hours, unless waived by the member or as may be required for student or programmatic needs.
 4. Bargaining unit members ~~shall~~may be required to attend up to two oneup to two ~~two (122)~~ Commencement days~~s~~ per year. Attendance at a Commencement will be the duty requirements for those days. Faculty shall use appropriate leave, if necessary, for absences from Commencement at a rate of seven (7) hours per Commencement Day.



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Attendance at pinning ceremonies may count as one Commencement for purposes of this requirement. In order to ensure adequate faculty representation at all commencement ceremonies, academic administration will deploy a commencement registration system.

5. The College's regular business hours are normally 8 am to 4:30 pm, Monday through Friday, excluding College designated holidays. With respect to faculty office duties college hours will be considered for all periods of time in which the college holds classes, including a half an hour before and after the class. A bargaining unit member is expected to be available for classes, required meetings, and other required activities during these times. When practicable required meetings may be attended virtually. Work hours for bargaining unit members may also be scheduled before or after these hours for the efficient operation of the College. When a unit member is scheduled for evening work hours, work will be scheduled with a minimum period of twelve (12) consecutive hours separating the end of the evening work assignment and the beginning of the faculty member's assignments on the following workday unless waived by the member or as may be required for student or programmatic needs.

6. A bargaining unit member who has accepted summer assignments shall be deemed to have waived the limitations as provided in 10.2.A.1 above, in respect to the summer assignments.

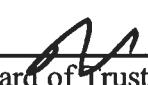
7. A bargaining unit member who has accepted overload assignments shall be deemed to have waived the limitations as provided in 10.2.A.1, 10.2.A.2 and 10.2.A.3 above, in respect to the overload assignments.

B. Schedules for bargaining unit faculty will allow time to teach required classes, meet office hour obligations, attend meetings, sponsor organizations, and participate in campus or college-wide projects and initiatives approved by the immediate supervisor. To perform such duties, bargaining unit members will schedule such activities to provide adequate access and service to students and other members of the College community. Faculty members shall maintain a physical presence on campus at least three-fourfour days per week.

C. Pursuant to Florida Statutes and Florida Administrative Rules, bargaining unit members' thirty-five (35) workweek hours include twenty-five (25) scheduled classroom and office hours per week. Bargaining unit members' workweek hours shall be accounted for by activities in the following three categories:

1. Instructional contact hours (Teaching Load). The regular instructional teaching load for bargaining unit members is fifteen (15) hours per week for a typical sixteen (16) week semester, or its equivalent.

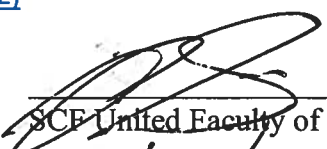
2. Office Hours. Bargaining unit members shall schedule and post ten (10) office hours per week for student interaction (See 10.3.A.2)



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3. Other Professional Responsibilities

- a. Instructing students in conformance with the approved course profile and objectives as defined through the Curriculum Development and Review Committee.
- b. Instruction-related activities including but not limited to preparing for classes, developing course materials for their classes, developing a class syllabus for each class assigned, loading their course material into LMS "shells" as appropriate, assessing and reporting student performance, submitting grades, maintaining class records, submitting student attendance data, grading papers, and submitting class grades.
- c. Non-instructional activities, including but not limited to attending and participating in faculty meetings, committee meetings, community activities related to faculty opportunities, scholarly activities, and similar tasks not directly related to instructional duties. When pre-arrangements are made and at the discretion of the meeting organizer, required meetings may be attended virtually.
- d. Collaborating with colleagues in developing curriculum, evaluating and adopting textbooks, actively participating in standing and ad hoc committee and taskforce meetings, participating in shared governance activities, and similar activities as appropriate as contributions to the department, division, college and community.
- e. Providing academic accommodations to students with documented disabilities as soon as practical following receipt of notification from the Disability Resource Center (DRC) outlining the required academic accommodations.
- f. Maintaining professional competency and credentials as necessary which may include activities recommended by their supervisor.
- g. Completing required Professional Development as may be provided elsewhere in this Agreement.
- h. Contributing to program review, planning and the assessment and improvement of student learning.

D. Completion of required duties and responsibilities will be reviewed as part of the bargaining unit member's annual performance evaluation.

E. Hours of service to the College may vary from week to week; therefore bargaining unit members are not required to schedule, post, or report specific hours involving other Professional Responsibilities.

F. The administratively approved and posted faculty member's workweek schedule shall be the basis for all personal and sick leave as provided in the Leave Article in this Agreement.

10.3. Faculty Office Schedules

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- 107 G. Bargaining unit members will schedule and hold ten (10) office hours per week.
- 108 1. Office hours must be scheduled in minimum increments of thirty (30) minutes.
- 109 2. Ten (10) office hours per week will be scheduled by the faculty member and approved
- 110 by the supervising administrator and posted no later than the first day of classes to best
- 111 meet the needs of the students. Half of scheduled office hours will be on a College site
- 112 and the other half may be held in a virtual/electronic format. Office hours may be
- 113 rescheduled as needed provided notices and/or electronic communication with
- 114 students and the appropriate administrator's office will be posted in advance indicating
- 115 alternate times that the faculty member will be available.
- 116 3. Office hours will be published on all course syllabi and posted adjacent to the faculty
- 117 member's campus office.
- 118 4. Overload and summer office hours will be scheduled in accordance with Article 14.2.D.
- 119 Office hours for online overload courses may be conducted virtually.
- 120 5. In emergencies or other unusual circumstances, the bargaining unit member's
- 121 supervising administrator, or designee, may approve exceptions to the published
- 122 schedules of office hours for individual bargaining unit members.
- 123 6. All scheduled office hours must be met except when the bargaining unit member is on
- 124 approved leave, is performing other approved College activities, or is excused by their
- 125 supervising administrator.

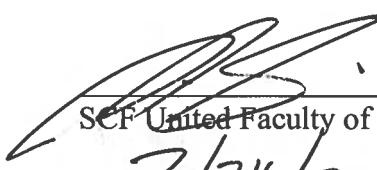
126 H. Virtual Office Hours

- 127 ~~1. Recognizing that the use of technology permits faculty and students to communicate~~
- 128 ~~at times and locations beyond the typical college workweek, bargaining unit members~~
- 129 ~~may schedule virtual office hours as an alternative to on-campus office hours, as set~~
- 130 ~~forth herein.~~
- 131 -Virtual office hours may be conducted on or off campus but must be conducted via the
- 132 official Learning Management System (LMS), currently Canvas, or other College-approved
- 133 software, such as Microsoft Teams.



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