

**POLICY: 6Hx28:3C-01.1**



Responsible Official:  
Vice President, Organizational  
Development and Human Resources

Specific Authority: 1001.64, F.S.  
Law Implemented: 1001.64, F.S.

Effective Date: 11-18-1992

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## **Hours of Work for Instructional and Administrative Employees**

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### **Policy Statement:**

- I. All full-time classroom professors will be on duty for at least thirty-five (35) hours per week. All other full-time instructional employees will be on duty for at least forty (40) hours per week. Five (5) days per week will constitute the normal work week unless otherwise approved by the president or a designee.
- II. All full-time administrative employees will be on duty for at least forty (40) hours per week. Five (5) days per week will constitute the normal work week unless otherwise approved by the president or a designee.

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### **Procedure Statement:**

Each classroom professor will submit a schedule through the department chair to the appropriate campus president for approval. This will show teaching schedule and other on-campus hours. On-campus hours include student conferences, and among other things, preparation, grading, meetings, and committee work. The department chair and the appropriate campus president must be notified when it is necessary to deviate from the approved schedule.

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### **Related Documents/Policies:**

See Policy 6Hx28:3C-01.2 Assignment of Classroom and Laboratory Professors.

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**Policy****History:**

Adopted 12-11-74; Amended 1-19-83; Formerly 6Hx28:5-05; Amended 11-18-92; Repealed 11-2-16; Formerly 6Hx28:08-02

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**Procedure****History:**

Adopted 1-19-83; Formerly 6Hx28:5-05; Amended 11-18-92; Repealed 11-2-16; Formerly 6Hx28:08-02

Repealed