
	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	FACULTY HANDBOOK	02-0501	1 OF 2
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-13.1 College Publications	October 18, 2023	

Purpose

The purpose of this procedure is to establish responsibilities and guidelines for publication and distribution of the Faculty Handbook of Florida State College at Jacksonville.

Procedure

- A. An academic administrator, as delegated by the College Provost, will have responsibility for development and maintenance of the official Faculty Handbook.
- B. An electronic copy of the Faculty Handbook will be provided to College faculty members as an easy reference relating to College rules and procedures which might affect the faculty members in the performance of their duties and responsibilities.
- C. The Faculty Handbook will serve as a reference guide to Florida Statutes, State Board Rules, District Board of Trustees Rules and Administrative Procedures, and not as the official document for such policy and procedure. The informational material presented in the handbook shall not supersede Board Rules or Administrative Procedures referenced.
- D. The format of the various sections of the Faculty Handbook will provide for the following elements:
 1. Consolidated narrative covering the duty, responsibility or practice being covered.
 2. References, as appropriate, to Florida Statutes, State Board Rules, District Board Rules and Administrative Procedures which govern or otherwise pertain to the duty, responsibility or practice being described.
 3. The date of publication.
- E. Copies of the updated Faculty Handbook will be made available electronically prior to the beginning of each new academic year.
- F. Administrators are responsible, upon request, for the provision of the required information and references according to the approved handbook's table of contents, and for updating the information for the existing handbook.
- G. The Faculty Handbook will be developed and revised, as necessary, by the assigned academic administrator directly with faculty and staff. The Faculty Senate will review the proposed table of contents and recommend additions/deletions to the Associate Provost whenever the handbook is revised.
- H. A complete draft of the handbook will be forwarded to the Faculty Senate President and appropriate administrators no later than the date of publication. These recipients will review the handbook and submit required and recommended changes as soon as is practicable.

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	FACULTY HANDBOOK	02-0501	2 OF 2
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-13.1 College Publications	October 18, 2023	

- I. The schedule for development and publication of the handbook will be designed to enable completion and dissemination of the Faculty Handbook annually to all faculty and instructional administrative staff during the fall faculty orientation and convocation period.

- J. The assigned academic administrator will conduct an annual performance audit of the utility and application of the handbook in cooperation with other College personnel for review by the College Provost. The audit will focus on the effectiveness of the handbook in meeting the intended communication objectives and on utilization of the handbook by College faculty and staff.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: November 2, 1987
Revision Date: July 23, 2015, October 18, 2023