

## College Operating Procedures (COP)



**Procedure Title:** Faculty Rosters  
**Procedure Number:** 03-1108  
**Originating Department:** Provost/Vice President of Academic Affairs

**Specific Authority:**

Board Policy n/a  
Florida Statute n/a  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 06/01/10; 02/15/11

**Purpose Statement:** This procedure assures faculty members are qualified to effectively conduct each of the specific courses they're assigned to teach.

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**Guidelines:**

The Faculty Roster is a vitally important document that SACS (Southern Association of Colleges and Schools) now requires institutions to prepare every academic term they offer classes. It is a list, compiled on a program by program and department by department basis, of all faculty (part-time as well as full-time) and the specific courses they are teaching during the current academic term. Beyond the faculty members' names, course numbers, and course titles, the Faculty Roster requires a brief summary of each faculty member's qualifications for teaching each of their courses.

**Procedures:**

The procedure for developing annual district-wide faculty rosters for the two (2) academic divisions, (Lee Campus), and the Charlotte and Collier campuses and Hendry/Glades Center are as follows:

- **Approximately six (6) weeks into each fall, spring and summer semester, the Dean will request a list of all adjunct and full-time professors from the Office of Human Resources:**
  1. Fall-October 15
  2. Spring-February 20
  3. Summer-July 25
- The Dean will then fill in the courses taught for all faculty members on the adjunct and full time professors' roster.
- The Dean will compare the faculty roster to load sheets to assure that all professors are listed.
- A copy of the roster will be retained in the Dean's office.