

**SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES POLICIES**

**POLICY NO.** 5.21

**TITLE:** RESPONSIBILITIES OF FACULTY, PROFESSIONAL, CAREER,  
AND ADMINISTRATIVE STAFF

**LEGAL AUTHORITY:** FLORIDA STATUTE 1001.64

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR  
ADMINISTRATIVE SERVICES/  
HUMAN RESOURCES

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The responsibilities for each authorized administrative, faculty, professional, and career employee position are approved by the president or designee.

All employees, regardless of classification, shall have a responsibility for ensuring and supporting the actions considered necessary for the safety, health, and security of the College community.

**HISTORY: Last Reviewed 11/17/25**

**Issued by District Board of Trustees:** 8/10/84

**Reviewed:** 7/1/04, 7/1/07, 7/22/09, 6/27/12, 11/12/19, 11/17/25

**Revised:** 11/28/01