A. Non-Teaching Faculty

Non-teaching faculty and faculty librarians shall adhere to a minimum of a forty (40) hour work week scheduled as appropriate in accordance with the contract length specified in the Board-approved Salary Schedule.

B. Teaching Faculty

Faculty members may have teaching assignments both on and off campus, day and evening, and at times, on the weekends. Their assignments require forty (40) or more hours of professional services to the College each week.

The following shall apply to teaching faculty:

1. A faculty member must provide for a total time of at least twenty-five (25) hours in an instructional capacity, that is, available to students in the classroom and through office hours. Classroom contact and on-campus office hours may be adjusted for assignments during non-traditional academic terms and for non-traditional delivery. Adjustments must be approved by the immediate supervisor. No more than 30% of the 25 hours may be modified for virtual delivery without approval of the Provost or President. On the Teaching and Office Schedule, the faculty member shall list the following:

   a. All class hours

   b. Office hours sufficient to total a minimum of twenty-five (25) hours in combination with class hours
c. At least ten (10) office hours

d. Other responsibilities for which reassigned time has been authorized

e. Synchronous virtual office hours and class time

2. On-campus hours required must be distributed Monday through Friday with a minimum of two hours per day. Office hours are to be scheduled at times convenient to students and are not to conflict with other regularly scheduled commitments.

3. Faculty members are expected to adhere to the class schedule and office hours submitted each semester. Temporary changes to the office hour schedule must be approved by the immediate supervisor. If conflict cannot be avoided, faculty may attend official college committee meetings or special events during office hours as long as students are notified of the temporary change in availability.

4. During the fall and spring semesters, approximately thirty (30) hours per semester will be spent in the advisement process. These hours are scheduled in addition to office and class hours. Annual contract faculty will not advise during their first semester and will engage in limited advising hours in the second and subsequent semesters such that their total commitment to the new-faculty seminar program and advising totals approximately 30 hours.

5. Limited exceptions to these scheduling requirements may be made with the approval of the President upon written recommendation of the immediate supervisor and Provost.

6. Aside from these duties, faculty members are expected to perform other college-related services during their work week, both on campus and off. If not in class, faculty are expected to be available for scheduled meetings and other campus and department responsibilities as defined by the immediate supervisor, dean/director, or other campus officials. Faculty should not expect that campus and committee meetings will be adjusted to accommodate any non-college faculty commitments.

7. Faculty will be required to take leave if non-college commitments prevent them from attending required class or office hours, advising hours, meetings or events.

8. All teaching and office hour commitments for extra assignments for fall and spring term are above and beyond these regular contract obligations.

9. Faculty teaching a web class as an extra assignment or in the summer may adjust on campus schedules for virtual hours. Adjustments must be approved by the immediate supervisor.

Noncompliance with these responsibilities will be handled through the official College policies relating to such conduct.
C. Advising Responsibilities – Summer Terms

Faculty who teach during the summer are required to assist with advising as needed, but no more than the following. Advising responsibilities for all summer term teaching are calculated by term (not weekly) as follows:

- 1-3 credit hours or 1-9 clock hours - 6 hours advising
- 4-6 credit hours or 10-20 clock hours - 9 hours advising
- 7-12 credit hours or 21+ clock hours - 12 hours advising