

60606 Instructional Responsibilities

The allocation of faculty time between instructional responsibilities and other responsibilities to be assigned within the workweek is a matter of educational policy of the College.

Faculty instructional responsibilities may include teaching and/or other non-administrative duties as may be assigned either in the day or evening. The minimum workweek is forty (40) hours with daily starting and ending time varying according to locations, assignments, and periods.

A copy of office hours for faculty is to be provided to the Division Chairman and shall be posted at the instructor's office area. (Amended 10/23/84)

Faculty members are expected to meet all time requirements for assigned classes. Faculty members shall notify their Division Chairman immediately when emergency situations arise that necessitates an unanticipated lateness in starting, early dismissal, or complete absence. The Division Chairman shall take appropriate action when he/she deems such emergency situations to be excessive. All absences from the College shall be reported on the appropriate College forms.

In the absence of a faculty member, the Division Chairman is responsible for arranging class coverage.

(Amended 10/23/84)