

Approved 2/14/2017 By SAC College Council

Office Hours of Full-time Faculty

Policy: All full-time faculty members are required to maintain regular office hours during the 8 a.m. to 5 p.m. time frame. A minimum of ten (10) office hours is required each week per 15 hr. workload during an academic semester. Office hours scheduled outside the M - F, 8 a.m. to 5 p.m. time frame must be approved by the chair.

Procedure: Each semester, faculty members will submit a schedule of 10 proposed weekly office hours. Scheduling is based on instructional delivery needs, student convenience, and institutional initiatives. The Chair reviews and approves the scheduling of office hours in conjunction with the supervising Dean. Each faculty member will post the approved office hours each semester at his/her on-campus location, on the college/departmental or faculty member's web page, and in each course syllabus.

On-campus Workload Activities for Full-time Faculty

Policy: Workload for full-time faculty members is established with the approval of the respective chairperson and oversight of the respective dean. All fulltime faculty will be required to teach a minimum of one face-to-face course each fall and spring semester, as determined by the needs of the department and student enrollment. Fulltime faculty will be on campus or in course-linked activities five days per week regardless of the teaching schedule. Overload classes are in addition to the regular 40-hour work week. Fulltime faculty assigned to teach a class outside of the regular 40-hour work week will have their schedule adjusted and office hours increased to reflect this. An individual faculty member's 40 hr. per week workload will include, in addition to teaching and related duties such as office hours, an expectation of 15 hours weekly for college/community service and professional development. Such on-campus workload activities are agreed upon in conjunction with the Chair.

Procedure: In addition to teaching, full-time faculty are expected to engage in activities that serve the College and/or the community and in professional development. Each year, engagement in such activities will be agreed upon between the faculty member and the Department Chair.

The following lists, which are not inclusive, are examples of college/community service and professional development activities.

College/Community Service

Activities that serve the College and/or the community may include, but are not limited to

- District, College, and department meetings
- District, College, and department committee membership
- curriculum development and instructional innovation
- faculty mentoring of students
- sponsorship of student activities such as clubs and organizations
- mentoring other faculty
- registration and commencement
- program administration
- recruiting and marketing
- networking with professional, business, and community service organizations

- articulation with other educational institutions
- coordination of service learning, learning communities, or internship projects

Professional Development Activities

Activities that enhance individual personal and professional growth and renewal may include

- maintaining an awareness of new instructional technology and advances in teaching and learning theory, and apply where appropriate.
- acquiring new skills for program enhancement and development.
- participating in evaluative processes for self, department, and program (Program review, annual evaluation, peer group evaluations, classroom observations, and growth plan development.
- attending and participating in professional development workshops.
- enrolling and participating in appropriate programs of study.
- participating in activities that promote wellness and physical fitness.
- holding membership and office in local, state, and national professional organizations;
- conducting independent professional research or readings beyond those necessary to meet normal course preparation requirement.