

4000.6

Faculty Attendance

An academic year for faculty service is defined as 170 days or equivalent. Within this year, the administration is authorized to propose a yearly academic calendar, workshops, inter-sessions or other specific assignments and to assign specific duties to faculty members.

Faculty Duty Days - Faculty members shall be on duty for the District during all in-session (duty and teaching) days unless excused by the administration.

Faculty Office Hours - Each faculty member is expected to schedule a minimum of one (student) office hour daily. On days when the faculty member is teaching assigned classes for five hours or more, office hours may be reduced on that day, but office hours are expected to be increased appropriately on another day. Faculty must have at least five office hours per week.

Meeting Classes - Faculty members shall meet all classes as scheduled. In cases of illness or other authorized short-term absence, appropriate alternatives shall be implemented.