

## Procedure 5.9902

### Faculty Working Hours Procedure

Full-time faculty will schedule no fewer than 30 work-related hours on campus each week for teaching, advising, student consultations, class preparation, committee assignments, etc. Non-work-related activities, such as lunch and personal appointments, should not be included in the 30 hours. Under normal circumstances, instructors should schedule the 30 hours on campus over a five-day, Monday through Friday, workweek. Exceptions to the five-day, on campus policy may be made by Dean with the approval of the Vice President of Academics. To ensure faculty availability to students, instructors should schedule at least five office hours each week. The schedule of office hours should be coordinated with, and approved by, the appropriate program lead and academic dean. All faculty must submit an "Instructor's Weekly Schedule" to their Dean in addition to posting a copy outside their office at the beginning of each semester. After approval by the Dean copies of all schedules should be forwarded to the Vice President of Academics. On Faculty Workdays (FWD), faculty are expected to be on-campus following a schedule coordinated through their program lead and academic dean.

Any exceptions to the above must be recommended by the Dean and approved by the Vice President of Academics.

### References

**Legal References:** *1C SBCCC 200.94*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

### History

**BCCC Leadership Council Review/Approval Dates:** *02/08/19*

**Senior Staff Review/Approval Dates:** *4/01/14, 1/8/19*

**Board of Trustees Review/Approval Dates:** *4/01/14*

**Implementation Dates:** *Enter date(s) here*