A. Faculty - Full Time

1. Faculty Workweek

   a. All full-time employees are expected to devote time, energy and efforts to their employment at the college. In supporting the purposes of the college and building a reputation of excellence and quality, faculty members meet teaching responsibilities, hold office hours, and spend many hours in preparation for their work.

   b. All full-time faculties must be on campus a minimum of 30 hours per week, usually distributed over five (5) days and/or evenings. Although every effort is made to accommodate individual preferences, all faculty may be assigned day and/or evening classes at any location where such classes are offered.

B. Teaching

1. Faculty teaching load generally will be from 18 to 24 contact hours. The intent of the policy is to establish equitable teaching loads rather than identical contact hours for each faculty member. A full load may vary in terms of contact hours both within a division and between divisions based on a variety of factors, such as number of students, number of preparations, facility restrictions, and other college assignments. If a faculty member is above his or her particular full load, overload will be considered by the Chief Academic Officer.

2. Exceptions to the above range in pursuit of instructional quality can be made by the Chief Academic Officer, upon the recommendation of the appropriate department chair and academic dean. Justification for exceptions include, but are not limited to, extremes in such factors as those listed above (e.g., more than 150 students in an English faculty member's classes, more than four different math courses, or a limited number of lab stations.) The Chief Academic Officer and the academic deans will review loads across divisions periodically to ensure the fundamental policy to equitable and fair teaching loads is in effect.

3. Faculty Meetings and Committee Assignments

   The contractual obligations of instructional personnel include service on committee(s) as assigned and attendance at required meetings unless exception is made by the appropriate dean or the Chief Academic Officer.
4. Commencement Ceremonies

Commencement exercises involve an academic processional; participation in the general college ceremony is part of the contractual obligation of full-time faculty.

5. Faculty – Part Time

The duties of part-time faculty include teaching assigned classes, providing consultation to students, conducting exams, completing required reports, and record keeping. The contact hour load of a part-time faculty member must not exceed that of a full-time faculty member whose work is in the same general category.

6. Non-faculty – Full Time

The normal workweek for all full-time, non-faculty employees is eight (8) hours per day five (5) days per week, provided that exempt employees devote such additional hours and efforts to their jobs as may be necessary. Full-time non-faculty employees may teach no more than one (1) course per academic term, either curriculum or continuing education, outside of their normal working hours. The signature of the vice president or President of an employee's division will be required before a non-faculty employee will be allowed to teach a course. Exceptions must have the approval of the Chief Academic Officer.

C. Flex Time

1. Non-instructional full-time College employees have the option of working flex time at the discretion of their supervisors. This enables employees to adopt a permanent work schedule as follows:
   a. Hours of 7:30 a.m. to 4:30 p.m. daily
   b. Hours of 8:00 a.m. to 5:00 p.m. daily
   c. Hours of 8:30 a.m. to 5:30 p.m. daily

2. Supervisors must approve in writing the use of flex time which may include schedules other than those listed above and which are based on college needs. Highest priority goes to the successful handling of the workload of the department or division as opposed to the convenience of the staff member. A copy of the approved request must be sent to Human Resources by the supervisor. Flex time is a permanent arrangement and cannot be selected for short periods of time or without the approval of the supervisor.
3. Non-instructional personnel should take one hour for lunch break daily. However, these staff members must take a minimum of one-half hour break for lunch daily and must have the advance permission of their supervisors to do so.