A. Purpose

The purpose of a policy for faculty schedules is to promote equity and consistency in terms of the work faculty members do and to reflect Gaston College values about the importance of instruction. Further, such a policy recognizes diversity in terms of educational programs, instructional methods, and educational settings and environments.

B. Responsibility

Each faculty member has the responsibility to fulfill his/her contract, including but not limited to the following:

1. performance of the duties set forth in the formal description of the position for which he/she is employed;

2. adherence to and fulfillment of college policies and procedures as published in the Policy and Procedure Manual and as amended at any time;

3. demonstration of competence, integrity, and high ethical standards in the performance of his/her employment duties;

4. restraint from engagement in any enterprise which would interfere with the performance of his/her employment duties.

C. Procedures

Faculty teaching schedules and loads will be approved by the Chief Academic Officer in response to institutional need.

D. Instructional Schedules and Staffing

1. Department chairs in consultation with faculty members and the appropriate academic dean will develop class schedules. The Chief Academic Officer will approve them. Department chairs and academic deans will make staffing recommendations to the Chief Academic Officer. The following guidelines will apply:
Faculty Schedules and Load

Effective: 3/22/10
Supersedes: 4/15/97

Policy 5-1.17

1.7

Faculty Schedules and Load

Effective: 3/22/10
Supersedes: 4/15/97

2. Courses may be offered at any facility of Gaston College.

3. Instructors must have satisfactory credentials according to Southern Association of Colleges and Schools criteria.

4. Overloads

Effective management, sound educational philosophy, and consideration of quality require that overloads be monitored carefully. Overload assignments are performed in addition to the minimum thirty (30) hours required by the full-time faculty contract. Overloads are approved by the Chief Officer for Academic Affairs.

5. Faculty Office Hours

   a. Purpose

      To provide guidelines for faculty in establishing and maintaining office hours so that they will be available to students for consultation and to members of the faculty and staff as needed for carrying on the business of the College.

   b. Responsibility

      Faculty members have the responsibility to establish, publish, and maintain office hours at times that are reasonable to accommodate student needs. These hours must be apportioned between and among each of their teaching sites.

   c. Procedures

      (1) Full-time faculty members will schedule the number of office hours per week necessary to result in their being on campus a minimum of thirty (30) hours per week. (For example, a faculty member with a 22 contact-hour load would schedule 8 office hours.) These hours should be at times that are reasonable for access by students and the conduct of college business.
Supervisors may adjust faculty schedules to provide quality online instruction.

(2) Faculty members will post a schedule of their hours outside their office doors.

(3) If a faculty member of necessity must cancel a scheduled office hour, a note must be posted at the office door, and the dean's office should be notified.

(4) In order to facilitate student access, faculty members will make themselves available by appointment or telephone, as appropriate.

(5) Faculty Locator Card

No later than the first week after the commencement of each semester, instructors will file schedule cards with the Chief Academic Officer and the division dean and display the card on their office doors. Cards will be distributed by divisional offices to other administrative offices as necessary.