A. Faculty Advisors

1. Purpose

   To describe the procedures of assignment and functions of faculty advisors.

2. Background

   These procedures will document and formalize a process already in effect at Gaston College.

3. Responsibility

   a. The Chief Student Services Officer, working with the academic deans, is responsible for the process of assigning students to appropriate advisors.

   b. The advisor is responsible for providing academic advisement to the student as needed and for maintaining adequate advisement records. Advisors will have access to advisement records and student progress records in order to be able to better advise students.

   c. The student is responsible for seeking out his or her advisor and for following the academic advisement process.

4. Procedures

   a. A student accepted to Gaston College is assigned an academic advisor who can advise the student on a regular basis concerning academic issues and program evaluation.

   b. The student may request a conference with his or her academic advisor at anytime; however, students should try to arrange conferences during the office hours of the advisor.

   c. Academic advisors are available during registration periods.
B. Student Class Schedules

1. Purpose

To provide policy standards for student class scheduling and to provide policy standards for scheduling instructors for classroom, laboratory, and clinical assignments, and to ensure uniformity among all academic divisions within the College of instructor scheduling procedures.

2. Background

Quality instruction is the primary objective in making instructor assignments. All schedules should be planned to ensure that only qualified individuals are assigned to specific subjects.

3. Responsibility

These standards apply to all College personnel who have responsibilities for the planning, development, and organization of class schedules and to all individuals who have responsibilities for scheduling instructor workloads and is applicable to all academic divisions. It also applies to any administrator who may be assigned part-time instructional duties.

4. Procedures

a. College personnel who have responsibility for generating student schedules will ensure that accurate records of the schedules are maintained.

b. Instructors are to be assigned in a manner that will ensure an equitable workload by consideration of such variables as the following:

   (1) Number of credit or contact hours
   (2) Number of preparations
   (3) Student membership
   (4) Nature of instructional activity (i.e., lecture, lab, clinical)
   (5) Other College assignments.