

Policy Series 4000
Board Policy 4025

Faculty Attendance

An academic year for faculty service is defined as up to 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 office hour daily. On days when the faculty member is teaching assigned classes for five hours or more, office hours may be reduced.

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.

Adoption Date: 05-16-2018
Review Dates
Revision Dates