



SUBJECT: Faculty Office and Class Schedule

REFERENCE:

1. PURPOSE

The purpose of the schedule is to provide faculty accessibility for student advising and counseling.

2. SCOPE AND APPLICABILITY

All full-time faculty members shall complete an Office and Class Schedule Form and distribute it in a prescribed manner.

3. DEFINITIONS

4. POLICY

As a guideline, faculty teaching typical lecture classes shall schedule a minimum of 7 ½ hours office per week.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

Procedures:

- A. Full-time faculty shall complete an Office and Class Schedule Form by the end of the first week of classes.
- B. Full-time faculty shall distribute an Office and Class Schedule Form in the following manner:
 - 1. One copy to the Division Chair.
 - 2. One copy to the Vice President Academic Affairs.



3. One copy to their respective records office.
4. One copy to the switchboard operator on the campus where the faculty member is assigned.
5. One copy posted in a conspicuous location near the faculty member's office entrance (on or near door).

C. Office and Class Schedule Forms shall be available from the Division Chairperson and/or the Vice President Academic Affairs.

D. The Division Chairperson has the responsibility to see that all faculty members in his/her division comply with this policy.

8. **CANCELLATION**

9. **SIGNATURE**

President

Date

Attachments

Faculty Office and Class Schedule SCP 3600.A

Distribution

Revision Date

September 1, 2000