XIV. Faculty Office Hours/Weekly Schedule

The normal work week for a full-time instructor, librarian, or counselor is a minimum of 35 clock hours during the College’s normal hours of operation. Time taken for lunch or other regularly scheduled breaks does not count towards the weekly minimum of 35 hours. An instructor is to take his/her lunch break during the reasonable and customary lunch time rather than taking it at the end of the day. This does not necessarily mean that each instructor is to be on duty seven hours each day, but it does mean that each instructor is to have a regular schedule of instruction, office hours, committee work, student counseling, preparation, and other appropriate activities performed on the College’s campuses.

Meetings scheduled on Friday for College-wide attendance are to be attended by all full time faculty.

Distance Learning courses do not reduce the requirement that an instructor work a minimum of 35 hours per week on the College’s campuses unless otherwise approved by the President or designee.

Full-time instructors are to keep office hours for the purpose of offering individual assistance to students. Scheduled office hours are to be submitted to the Division Dean and the Vice President for Instruction and Student Success for approval and are to be posted and adhered to so that students know when instructors are available to provide assistance. During Fall and Spring Semesters, office hours for full-time instructors are to be scheduled for each week day (Monday-Friday) of each work week. During Summer term, office hours may be scheduled for each Monday through Thursday of each work week if College classes are primarily scheduled on a Monday through Thursday schedule and on Friday as an instructor’s class schedule dictates. Attendance at scheduled Friday meetings is required.

Part-time faculty must also arrange times to offer assistance to students, either during class hours or outside class hours. These times should be stated on the course syllabus and distributed to the students at the first class meeting of the semester.

By the first week of classes each semester, instructors are to post their hours and file with their Division Dean, Lead Faculty, Vice President for Instruction and Student Success and Dean of the Huntsville/Research Park campus, if they teach at that campus, a copy of their weekly schedule of classes and office hours. The Vice President shall have the authority to adjust a faculty member’s schedule to accommodate the needs of the College.
XV. Faculty Summer Employment

A full-time instructor, counselor, or librarian on Salary Schedule D who is employed by virtue of an academic year contract (fall and spring semesters) will have first option (over part-time or temporary employees) for employment at the College in the summer term, provided that (1) there is sufficient student enrollment; (2) there is sufficient funding available; (3) the employee is qualified to provide the service scheduled; (4) the employee is in line to be hired by the College's summer employment policy; (5) an instructor in the College's Technical Division who attained tenure prior to September 1, 1979, and who is employed by virtue of an academic year contract, and who desires to be employed during the summer term, shall have the first option for employment over all other full-time Technical Division instructors; and (6) instructors may be given priority for summer teaching only in those courses they taught at least once during the preceding academic year or, if the course has not been taught during the preceding year, priority will be based on course(s) taught most often in the past. Summer teaching assignments will be made by Division Deans who will begin those assignments with senior-most faculty who are qualified to teach scheduled course(s).

Distance Learning courses do not reduce the requirement that an instructor work a minimum of 35 hours on the College's campuses unless otherwise approved by the President or designee.

A full-time instructor may be employed for less than a full teaching load for a summer term. The instructor, however, must be paid a pro rata amount of Salary Schedule D compensation based on (1) qualifications and experience, (2) a full teaching load, and (3) the number of duty hours scheduled per week. A full teaching load in the summer for an academic instructor is twelve to thirteen credit hours. A full teaching load for a technical instructor is thirty (30) contact hours per week or the equivalent.

XVI. Faculty Teaching at Extension Sites

Unless specified by College policy, no instructional distinction is made between day, extended day, and evening programs. Therefore, full-time faculty will teach at the College's various campuses, as assigned by the administration. Full-time faculty teaching at these sites should continue following normal reporting channels; however, the administrator of the site is to be notified if a faculty member will be unable to meet a class session or sessions.

XVII. Faculty Teaching Loads

The scheduled duties of an instructor will be determined by the President or his/her designee, with the understanding that good professional judgment will be
exercised. The number of preparations, the number of students taught, and the number of contact hours should be considered in determining instructor loads. No distinction shall be made between day, extended day, weekend, evening, web based and off-campus programs with regard to evaluating instructional loads. Faculty will be employed to provide an appropriate education to those enrolled, regardless of the day or time of day.

Each full-time instructor shall teach 15 to 16 credit hours per semester, or the equivalent, as determined by the President. The maximum teaching load under a full-time contract will be 16 hours. However, under Alabama Community College System Policy, an academic instructor may teach one additional three or four credit hour course under an overload contract. The maximum number of contact hours that an instructor in the technical division will be assigned per week is 30 hours. However, a technical instructor may teach up to 15 additional contact hours under an overload contract. In either case, the overload course/contact hours must be taught outside the normal 35 hour workweek of the instructor, and the pay must be at the prevailing part-time salary rate at the College (See Alabama Community College System Policy No. 608.03). Equivalent credit hours will be determined by the President or his/her designee in accordance with guidelines established by the Chancellor. Examples include studio courses, and laboratory, clinical and shop classes. The President will determine equivalent credit hours for nonteaching assignments. (Alabama Community College System Policy No. 608.01).

XVIII. Field Trips

Faculty members who plan to take students on field trips should submit the Field Trip Request form through the appropriate Division Dean to the Vice President for Instruction and Student Success for approval prior to the planned trip. In addition, if the field trip requires that students miss other classes, a memorandum identifying the students who will be attending and requesting that they be excused from classes should be submitted for the Vice President for Instruction and Student Success' approval.

XIX. Final Examinations

Dates for final examinations are indicated on the official College calendar. Specific times for final examinations are published in the schedule of classes. Each faculty member will adhere to the published examination schedule and is not permitted to change the published class examination schedule without prior written approval from the Vice President for Instruction and Student Success. Should leave be approved for an instructor assigned to a course, the Division Dean shall be responsible for assuring that final examinations are monitored by another faculty member.