


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 601.2	
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		Last Revision Date:	04-11-11
Effective Date:		11-26-91	
Section:	Instructional	Subject:	Availability of Instructional Faculty

PURPOSE

To establish the amount of time full-time faculty are expected to be available for interaction with students and/or colleagues.

PROCEDURE

1. Full-time faculty will spend a minimum of 30 clock hours per week on campus. The minimum does not include duties specified in supplemental contracts.
2. Office Hours
 - 2.1 Full-time faculty are expected to schedule one office hour for every three equated load taught.
 - 2.2 Full-time faculty will maintain a minimum of five office hours per week (included in the 30 hours).
 - 2.3 Faculty are expected to be in the office during scheduled office hours. If faculty find it necessary to leave for an extended period during scheduled office hours, the Division Secretary will be informed.
 - 2.4 Office hours will be distributed as evenly as possible throughout the work day and the four-day week to maximize availability.
 - 2.5 Office hours will be posted and submitted to the Division office.