


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 601.2	
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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 33 clock hours per week on campus. The minimum does not include duties specified in supplemental work.

2. Office Hours
 - 2.1 Full-time faculty will maintain a minimum of five office hours per week (included in the 33 hours).
 - 2.2 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, faculty are required to notify the supervisor and/or request leave.
 - 2.3 Office hours will be distributed as evenly as possible throughout the workday and the workweek to maximize availability.
 - 2.4 Office hours will be posted and submitted to the Division office.