

be coordinated by the Vice President of Instructional Services.

6. Employees shall be rotated into the four-day schedule based on but not limited to the following criteria:

- a. Seniority (Length of Service at the College)
- b. Length of time employees have been on the four-day schedule (those that have been on the longest get bumped first).

B. Non Instructional Work Week

Non-instructional programs shall additionally meet the following guidelines:

~~A. Each organizational unit shall have no more than 1/3 of the number of contract faculty on the four-day week in a given semester.~~

~~2. Serving the students and maintaining the integrity of the program is always the first priority. The schedule or service hours shall reflect this.~~

~~3. 1. Priority in assignments and specific days off shall be recommended by the immediate supervisor and approved by the appropriate Vice-President. upon the recommendation of the appropriate administrator. Serving the students and maintaining the integrity of the program is always the first priority. The schedule or service hours shall reflect this.~~

~~4. 2. In case of schedule conflicts, no five-day contract faculty shall be required to modify their work week to accommodate the schedule of faculty who request a four-day work week.~~

~~5. 3. Student Services shall develop an appeals procedure for disagreement about scheduling between the faculty and the organizational unit that shall be coordinated by the Vice President of Student Services.~~

~~6. 4. Faculty shall be rotated into the four-day schedule based on but not limited to the following criteria:~~

a. Seniority (Length of Service at the College)

b. Length of time employees have been on the four-day schedule (those have been on the longest get bumped first).

5. The Division Chair of Student Services shall maintain a Monday through Friday work week.

Section 3. Office Hours.

A. Office Hours Full-Time Faculty

~~Each full-time instructor on a Monday through Friday instructional schedule shall reserve at least one hour (60 min) each day as an office hour for student consultation, and that information shall be posted by the instructor on her/his door, and made known to students in each class.~~

Each full-time instructor assigned to a flexible work week schedule shall maintain a minimum of five (5) hours (60 min) a week as office hours for student consultation **distributed over at least 4 days**, and that information shall be posted by the instructor on **their office his/her office door, submitted to their Division Chair(s)**, and made known to students in each class.

Each instructor not teaching online or hybrid courses shall hold a minimum of 80% of their office hours on campus, while the remainder may be offered online. Each instructor teaching online or hybrid courses shall hold a minimum of 40% of their office hours on campus, while the remainder may be offered online. Conferencing time may be offered in blocks no shorter than fifteen (15) minutes each. No more than two (2) hours of conferencing, either on campus or online, shall be scheduled on any given work day.

B. College Hour

~~Faculty office hours shall not be scheduled between the 12:00 p.m. and 1:00 p.m. time period on Tuesdays and Thursdays. This time is reserved for campus-wide meetings and activities.~~

Contract faculty shall not be scheduled to teach or conduct office hours between 12:20 p.m. and 1:30 p.m. on Tuesdays and Thursdays. Faculty may schedule office hours between 12:20 p.m. and 1:30 p.m. on Mondays and Wednesdays if they do not have a committee obligation at that time. Contract instructional faculty may only be scheduled to teach between 12:20 p.m. and 1:30 p.m. on Mondays and Wednesdays with prior authorization from the Vice President of Instructional Services. A similar authorization may be obtained from Student Services faculty from the appropriate Student Services administrator.

B: C. Adjunct Faculty Conferencing Times

Credit adjunct faculty members will be responsible for holding the student conferencing hours outlined on the table