



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Attendance and Hours for Instructors
Procedure Number: 05-2003-0003
Board Policy Reference: IV.B.

Accountable Administrator: Vice President, Instruction
Position responsible for updating: Vice President, Instruction
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Authorizing Signature: *Signed original on file.*
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Purpose/Principle/Definitions:

Instructors are to meet with their classes in accordance with the published course schedule. Failure to do so without approval will be considered unprofessional conduct. Full-time instructors shall keep at least seven (7) office hours per week. Office hours will be posted on the respective faculty member's office door, and on the electronic calendar system.

If illness, or other emergency, causes an instructor to be absent on a class day, or other working day, he/she is required to notify the Office of Instruction and the Academic Secretary for their area (or leave voice mail message), before 7:30 a.m. The instructor is further required to notify the Office of Instruction before 4:00 p.m. whether the absence will be repeated the following day. If absence is understood to be continuous for several days, the instructor is required to give prior, and prompt notice of his/her return.

Normally, all contracted full-time instructors employed by the College are expected to be on campus a minimum of six (6) hours daily. This will include a minimum of seven (7) office hours per week, and not less than one (1) office hour scheduled on any one day. In those situations where part of the regular load is evenings or weekends, the week day work load will be adjusted in cooperation with the vice president, instruction.