

SECTION: PERSONNEL

SUBJECT: DUTY ASSIGNMENTS AND OFFICE HOURS

Subject: Duty Assignments and Office Hours

Background: This policy defines duty assignment and business hours for campus personnel.

Point of Contact: President

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: All campus areas.

Date of approval by LCSC authority: January 4, 2019

Date of State Board Approval: N/A

Date of Most Recent Review: 01/2019

Summary of Major Changes incorporated in this revision to the policy: No Changes

1. Faculty Workloads

- A. Assignments of duties to academic personnel are made by the Provost/Academic Vice President and departmental administrators in such a way that the schedule of course offerings will permit each student to complete his or her curriculum in a timely manner.
- B. Consistent with LCSC Policy 2.111, faculty workload is defined to include teaching, advising and/or mentoring, scholarly/creative activity and professional development, and service. Teaching may involve on-campus face-to-face, online, and/or hybrid modalities, as well as distance, evening and/or weekend deliveries.

2. Duty and Office Hours

- A. General Policy: Instructional personnel are responsible for being available to students by appointment and at an appropriate number of office hours each week. Schedules are to be posted near each faculty member's office door. Departmental administrators, vice presidents and other administrative officers are responsible for overseeing the work schedules of the personnel under their jurisdiction.
- B. Regular business hours during the academic year are from 8:00 to 5:00, Monday – Friday. Individual departments may not be open to the public from 8:00 to 5:00 and, some offices, services and supports may need to be open and available to students during weekend and/or evening hours. LCSC offices will publish office hours on their web pages and at office entrances. Alternative schedules must be approved by the appropriate supervising vice president or the president.
- C. Summer Hours: The summer schedule may vary from the regular year upon designation of the President. Any special schedule so designated would not affect the academic schedule. Summer

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hours begin on the Monday following commencement reverting to regular business hours the Monday of the week prior to the beginning of fall semester.

- D. Rest Periods: Employees may take a 15-minute rest period during each four-hour period worked, provided the supervisor determines that work conditions permit it. The breaks are to be taken at times approved by supervisors and cannot be accumulated.

3. Faculty On-campus Presence Expectations

- A. Faculty presence is vital to LCSC's mission to prepare "students to become successful leaders, engaged citizens, and lifelong learners" through their regular and active participation in teaching, advising and mentoring, scholarly/creative activity and service. Individually and collectively, these activities foster a vibrant and dynamic campus community.
- B. Consistent with the Mission, it is an essential job function that fulltime faculty (of all ranks) have a regular presence on campus (Lewiston or Coeur d'Alene, as assigned) in order to be available for, and engaged in, on-campus:
- 1) teaching assignments, including office hours;
 - 2) advising, mentoring and interacting with students (including, but not limited to, clubs and activities, research mentoring, internship supervision);
 - 3) participation in program, division, and college events;
 - 4) participation in program, division, and college service.
- C. Note: arrangements made prior to January 2019 remain in force for the period of time agreed upon with the Division Chair, Dean and Human Resource Services.