

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: April 16, 2020

Date of State Board Approval: N/A

Date of Most Recent Review: 04/2020

Summary of Major Changes incorporated in this revision to the policy: Duties and office hours are clarified.

1. Faculty Workloads

- A. Assignments of duties to academic personnel are made by the Provost/ Vice President for Academic Affairs, instructional deans and division chairs in such a way that the schedule of course offerings will permit each student to complete their curriculum in a timely manner.
- B. Consistent with LCSC Policy 2.112 (Faculty Evaluation), faculty workload is defined to include teaching, advising and/or mentoring, scholarly/creative activity and professional development, and service. Teaching may involve traditional face-to-face, online, and/or hybrid modalities, as well as distance, evening and/or weekend deliveries.

2. Duty and Office Hours

- A. 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 and in the online directory. Division chairs, instructional deans, and vice presidents 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.

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- 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 hours begin and end as designated each year by the President.
 - 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 full and part-time faculty of all ranks have a regular presence on campus (Lewiston, Coeur d'Alene, or as assigned) in order to be available for, and engaged in, on-campus:
 - 1) teaching assignments, including office hours, which are to be held on campus, in an approved off-campus site designated for instruction such as a clinical, practicum, field experience, or internship site, or through technology. Exceptions are to be approved by the division chair. When the course instructor or club advisor is a division chair, approval from the dean is required.
 - 2) advising, mentoring and interacting with students (including, but not limited to, clubs and activities, research mentoring, internship supervision) Note: LCSC-related meetings with students are to be held on-campus, in an approved off-campus site designated for instruction, or through technology. Exceptions are to be approved by the division chair. When the course instructor or club advisor is a division chair, approval from the dean is required.
 - 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, instructional dean and Human Resource Services.