

during which the member is being paid for teaching duties. During designated off-duty days the 194-Day teaching faculty are not expected to be available to the District or to render any duties.

If during the course of the year the unit member finds that due to changing work requirements s/he needs to change her/his designated service days, s/he shall make such a request in writing to the Vice President for Academic Services, or designee, as early as possible, but no later than one week prior to the change.

15.4 Office Hours

Members of the unit who are teaching faculty are required to establish four (4) hours per week, where each hour consists of sixty (60) minutes, that shall be set aside as scheduled, maintained, office hours at which times the instructor is available to students for consultation. The office hours shall be established over no less than four (4) days per week during the fall and spring semesters and for no less than 30 minutes. Office hours can be held either online, via social media, or in a traditional face to face meeting on campus which best meet the needs of the students. At least 50% of the office hours must be held on campus. If office hours are held online, or via social media, faculty members are expected to be available to respond to students through email, a discussion board, chat board, or other means of communication, as appropriate. Faculty should respond in a timely manner to all student inquiries during the work week. A faculty member will make every effort to meet with a student who requests a meeting by appointment if the student is unable to meet during regular scheduled office hours.

Instructor contact information, preferred method of contact, and scheduled office hours must be included in the course syllabus. The unit member should begin holding established office hours no later than the start of the second week of instruction during the fall and spring semesters. A copy of the teaching faculty member's schedule, including course times and locations and office hours should be posted on or near his/her office door and electronically. In addition, a copy of the schedule should be forwarded to the appropriate Dean or Department Chairperson, and to the office of the Vice President for Academic Services.

In the event it is necessary to make long-term or permanent changes in scheduled office hours at any time during the semester, the instructor shall notify students and make corrections on the posted schedule and notify in writing the appropriate Department Chairperson, Dean and the Vice President for Academic Services. The instructor shall notify students and post temporary changes of short duration on the posted schedule, and the division secretary shall be notified.

15.5 Committee Assignments

All unit members as part of contract requirements are required to serve on one (1) recognized campus committee or as the advisor to a recognized, active student club or organization, and/or other approved activities/committees, during each academic year. Unit members may choose to serve on more than one campus committee or student

club in any given semester. Such voluntary additional service does not constitute any type of overload or extra duty assignment. Service on hiring committees or on non-standing committees shall fulfill this requirement for unit members.

Unit members who are vocational instructors are expected to serve on their department's Advisory Committee, if one exists, as their committee assignment to fulfill their contractual requirement.

The unit member may request to participate on any of the committees for which s/he has an interest, though some committees require formal appointment while some are elected. Interested unit members should inquire well in advance of the start of the new academic year if they wish to participate in an elected or appointed committee to determine the requirements.

The Office of the Superintendent/President will provide to unit members the list of recognized committees and clubs with current membership at the beginning of each academic year, or more frequently if necessary. The President of the Academic Senate will verify committee assignments, and the Academic Senate will confirm such assignments at the beginning of each academic year. Unit members may change their committee assignments at the beginning of each academic semester, or when elected to an elected committee, or when joining a newly formed committee or club.

Participation as a member of the Executive Board of the Association or as an Association Negotiator is also recognized as fulfilling the committee requirement of the contract.

15.6 Final Grades

Unit members are required to submit final grades and all accompanying documentation for each semester and session in a timely and accurate manner following procedures established by the Vice President for Academic Services. Unit members must submit all grades by 5:00 p.m. on the fourth workday, excluding weekends and holidays, following the last day of the semester, short-term class, or session, unless the member has been granted an extension by the Vice President for Academic Services or the grade submission deadline is extended by the Vice President for Academic Services.

15.7 Course Preparations

Normally, a full-time teaching load consists of no more than three (3) different course preparations. However, if the objective cannot be attained, the instructor either may agree to take more than three (3) preparations or agree to take a reduced teaching load at a partial contract.

15.8 Time of Assignment

Teaching faculty unit members may be assigned a teaching schedule that includes courses that meet at any time between 7:00 a.m. and 10:00 p.m. Monday through