INDEX NUMBER 2.10

CITY COLLEGES OF CHICAGO
ACADEMIC POLICY

SOURCE OFFICE: Chancellor        ISSUED BY: O. Shabat        DATE: 5/10/77


REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND
PROVOST

ISSUER’S SIGNATURE: ON FILE

SUBJECT: Criteria for Approval of Faculty Programs

POLICY:

1. Scheduling must meet the needs of students.

2. All full-time faculty members must have classes on four (4) days of their duty week. No faculty member shall be required to teach on more than five (5) days per week for his/her regular program. A faculty member of variable load light may have a duty week of four (4) days in which case there shall be teaching duties on at least three (3) days. All librarians shall show their meal times, which shall not be the beginning or end of the duty day. (Note: Faculty may select overtime in a manner that leads to a six-day work week).

3. No additional hours are to be allowed for combined classes.

4. Non-teaching activities for load assignments shall be on the basis of two (2) contact hours for each hour of load credit.

5. No faculty member may voluntarily select a program which contains more than two (2) consecutive classes. The Board-Union Agreement (Local 1600) states that every effort shall be made to avoid such scheduling. The only exception shall be when such programming is needed (a) to complete the program of a faculty member or (b) where student needs, as determined by the Administration, make such scheduling necessary.

6. Conference and advisement hours are sixty (60) minutes in length and shall be scheduled to be in proximity to the classes in a faculty member’s program. No conference and advisement hours may begin or end within ten (10) minutes of the faculty member’s class time. Wherever possible, they should not be placed at the beginning or end of the duty day. They shall not be scheduled to constitute the fifth day of assignments unless it can be established to the satisfaction of the Administration that they are at a time which is of real convenience to that faculty member’s students.

7. Teacher program forms should accurately reflect all activities.
8. Each full-time faculty member shall be available for thirty (30) hours per week for teaching, advisement and conference hours, and other professional assignments. Of these 30 hours, faculty must select seven (7) hours per week for advisement and student conferences (see local 1600 Contract, page 30).

9. An instructor teaching an online or a hybrid course may use virtual hours proportional to the number of online or hybrid courses she/he is teaching during the academic semester to meet their contractual office hours for that course. The instructor must document virtual hours appropriately by using a medium (e.g., real-time chat or teleconferencing) that will record their virtual hour sessions. All faculty irrespective of the medium (face-to-face, online, or blended/hybrid) are expected to schedule and keep seven office/advising hours as stated in number 8 above.

10. Overtime may not be assigned until authorization is given by the Vice President of Academic Affairs at the college.

11. All full-time faculty members are required to participate in the end of semester graduation ceremony.